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COMMITTEE: **JOINT OVERVIEW AND SCRUTINY COMMITTEE**

VENUE: **KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH**

DATE/TIME: **MONDAY, 19 NOVEMBER 2018 AT 9.30 AM**

BABERGH MEMBERS

Conservative Group	Independent Group	Independent Conservative Group	Liberal Democrat Group
Cllr S. Ayres - VC	Cllr A. McCraw - C	Cllr S. Williams	Cllr B. Hurren
Cllr M. Barrett			
Cllr B. Gasper			
Cllr A. Osborne			
Cllr F. Swan			

MID SUFFOLK MEMBERS

Conservative and Independent Group	Green Group	Liberal Democrat Group
Cllr J. Caston	Cllr K. Welham - C	Cllr J. Field
Cllr E. Gibson-Harries		
Cllr L. Hadingham		
Cllr L. Mayes		
Cllr D. Osborne - VC		
Cllr K. Welsby		

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AGENDA

PART 1

ITEM	BUSINESS	
1	<u>APOLOGIES AND SUBSTITUTES</u>	<u>Page(s)</u>
2	<u>DECLARATION OF INTERESTS</u>	
3	<u>JOS/18/19 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2018</u>	1 - 10

ITEM	BUSINESS
4	<u>TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME</u>
5	<p data-bbox="280 338 719 365"><u>QUESTIONS BY THE PUBLIC</u></p> <p data-bbox="280 412 1273 551">To consider questions from and provide answers 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 Procedures Rules.</p>
6	<p data-bbox="280 595 762 622"><u>QUESTIONS BY COUNCILLORS</u></p> <p data-bbox="280 669 1273 808">To consider questions from and provide answers 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.</p>
7	<p data-bbox="280 853 1406 916"><u>JOS/18/20 COMMUNITY INFRASTRUCTURE LEVY - CIL EXPENDITURE FRAMEWORK AND REVIEW</u> 11 - 26</p> <p data-bbox="280 963 1134 1025">BDC Cabinet Member for Planning- Councillor Nick Ridley MSDC Cabinet Member for Planning – Councillor Glen Horn</p> <p data-bbox="280 1072 1273 1135">Members are asked to scrutinise the Community Infrastructure Levy (CIL) Process.</p> <p data-bbox="280 1182 1078 1211">Witnesses are attending to assist in the scrutiny process</p>
8	<p data-bbox="280 1256 1406 1319"><u>JOS/18/21 THE HOMELESSNESS REDUCTION ACT 2017 - REVIEW OF THE FIRST SIX MONTHS</u> 27 - 84</p> <p data-bbox="280 1366 1145 1429">BDC Cabinet Member for Housing – Councillor Jan Osborne MSDC Cabinet Member for Housing – Councillor Jill Wilshaw</p>
9	<p data-bbox="280 1473 826 1500"><u>JOS/18/22 INFORMATION BULLETIN</u></p> <p data-bbox="280 1547 1273 1688">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.</p> <p data-bbox="280 1736 1241 1765">This Information Bulletin contains updates on the following subjects:</p> <ol data-bbox="280 1812 1209 1836" style="list-style-type: none"> 1. Regeneration Proposal – Corks Lane, Hadleigh. RESTRICTED

ITEM	BUSINESS	
10	<u>JOS/18/23 FORTHCOMING DECISIONS LIST</u>	85 - 94
	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.babergh.gov.uk/the-council/forthcoming-decisions-list/	
11	<u>JOS/18/24 BABERGH OVERVIEW AND SCRUTINY WORK PLAN</u>	95 - 102
	To agree the Work Plan	
12	<u>JOS/18/25 MID SUFFOLK OVERVIEW AND SCRUTINY WORK PLAN</u>	103 - 108
	To agree the Work Plan	
13	<u>JOS/18/27 COMMUNITY STRATEGY ENGAGEMENT PROCESS</u>	109 - 116
	This report is a draft report for Members to make comments.	
	NOTE: The Chair used his discretion and allowed this item to be heard in public.	
14	<u>RESOLUTION TO EXCLUDE THE PUBLIC (WHICH TERM INCLUDES THE PRESS)</u>	

To consider, whether, pursuant to Part 1 of Schedule 12A 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 these items, it is likely that 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 2 of the Agenda are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PART 2

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

ITEM	BUSINESS
15	<u>JOS/18/21 PART 2 THE HOMELESSNESS REDUCTION ACT 2017 - REVIEW OF THE FIRST SIX MONTHS - RESTRICTED APPENDICES E, F, K, L, M</u> 117 - 154
16	<u>JOS/18/22 INFORMATION BULLETIN</u> A confidential Information Bulletin to update Babergh Members on the Regeneration Project in Corks Lane, Hadleigh. Strategic Director – Jonathan Stephenson
17	<u>JOS/18/26 HOMELESSNESS PREVENTION FUND POLICY</u> Draft report to follow BDC Cabinet Member for Housing – Councillor Jan Osborne MSDC Cabinet Member for Housing – Councillor Jill Wilshaw Members are asked to comment on the draft report

For further information on any of the Part 1 items listed below, please contact Henriette Holloway on 01449 724681 or via e-mail at committees@baberghmidsuffolk.gov.uk

Introduction to Public Meetings

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Agenda Item 3

JOS/18/19

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Minutes of the meeting of the **JOINT OVERVIEW AND SCRUTINY COMMITTEE** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 20 September 2018

PRESENT:

Councillors:	James Caston	Michael Creffield
	John Field	Barry Gasper
	Elizabeth Gibson-Harries	Lavinia Hadingham
	Bryn Hurren	Lesley Mayes
	Alastair McCraw (Chair)	Adrian Osborne
	Derek Osborne	Keith Welham
	Kevin Welsby	Stephen Williams
	Sue Ayres	

In attendance:

Councillors	Margaret Maybury
	Suzie Morley
	Mike Norris
	Rachel Eburne
	Dave Muller
	Glen Horn
	Chief Executive (AC)
	Strategic Director (KN)
	Assistant Director – Law and Governance and Monitoring Officer (EY)
	Corporate Manager (Interim) – Safe and Strong Communities
	Governance Support Officer (HH)

27 APOLOGIES AND SUBSTITUTES

Apologies were received from Councillor Melanie Barrett and Councillor Michael Creffield was substituting for Councillor Barrett.

28 JOS/18/13 CONFIRMATION OF THE MINUTES ON THE MEETING HELD ON 3 SEPTEMBER 2018

It was **RESOLVED:-**

That the minutes of the meeting held on the 3 September 2018 be confirmed as a true record.

29 DECLARATION OF INTERESTS

There were no declarations of interests.

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

None received.

31 JOS/18/14 REVIEW OF THE WESTERN SUFFOLK COMMUNITY SAFETY PARTNERSHIP (WSCSP)

- 31.1 The Chair invited the witnesses to introduce themselves.
- 31.2 Councillor Joanna Spicer – Chair of Western Suffolk Community Safety Partnership (WSCSP), expressed the importance of the work of the WSCSP and said that the link across the four Districts was important. Work was being conducted with key partners, NHS, Police, Fire and Rescue services, which were present at the meeting, and that this included the Probation service, which also formed part of the Partnership.
- 31.3 A lot of work had been conducted to combat anti-social behaviour, especially within the towns. The aim of the partnership was for the partners to work together to combat all forms of violence, which included the increasing problem of County Lines and the associated violence caused by drug abuse and distribution.
- 31.4 Councillor Spicer thanked the two Member representatives from Babergh and Mid Suffolk for their work on the WSCSP.
- 31.5 Claire Harvey, Community Safety Lead – Localities and Partnerships Team, who was representing the Suffolk County Council on the WSCSP, added that she supported all councillors, not just for the WSCSP, but in all community safety issues.
- 31.6 Paul Goodman, Protection and Prevention Manager for Suffolk Fire explained his role and said that the prevention part of his job included fire safety of the home, water safety, road traffic collision reduction and children and young persons.
- 31.7 The Fire Service's role in the WSCSP was to support the Partnership in anything related to fire safety and a prevention team identified vulnerable persons and conducted home visits identifying and installing safety measures.
- 31.8 In relation to the WSCSP, the Fire Service had responded to arson and fire related crimes, as a result of the gang and drug violence generated by County Lines.
- 31.9 Superintendent Kim Warner informed Members that he was the Western Area Commander for Suffolk and held the Senior Suffolk Lead for portfolios such as Body Worn Cameras, Mobile Data, Stop Search, and Children and Young Persons (CYP).
- 31.10 Eugene Staunton, Associate Director of Transformation across the Eastern and Western Suffolk Clinical Commissioning Group, which supported the commissioning and transformation of the health services across Suffolk. His team worked with NHS providers and non-NHS mental health providers, supporting and developing not just traditional mental health services, but

also, increasingly, emotional health and well-being. The team was developing a case for change for how the mental health service would provide suitable service in the future and were working with Health Watch Suffolk, Suffolk Family Carers, Suffolk Parenting and Carers at Work and Suffolk Users Forum. Work was being undertaken with the CCG and Suffolk County Council for children and young persons to create a young people's emotional health hub to support mental health and emotional well-being. He said that his main role was to support the CCG with the commissioning for the mental health and emotional well-being.

- 31.11 Lois Wreathall, Head of Primary Care for West Suffolk CCG, said her main area of responsibility was to keep all 24 practices in West Suffolk open to see patients.
- 31.12 Councillor Margaret Maybury, Cabinet Member for Communities and Babergh District Councils representative on the WSCSP, began by forwarding an apology from Melanie Yolland – Communities Officer (Safe) and said that Ann Hunter – Interim Corporate Manager for Communities was here to respond to questions instead. She then introduced the report and thanked the team for the comprehensive content.
- 31.13 The interim Corporate Manager – Communities, drew Members' attention to page 6, bullet point 4.3, which outlined the aims of the WSCSP. She said that County Lines was a major issue for the WSCSP and that it affected not just towns but also all villages. Other issues included violence against woman and children, men and boys. The WSCSP identified hate crime and radicalisation of people through the organisation Prevent.
- 31.14 Councillor Elizabeth Gibson-Harries, Mid Suffolk District Council's representative on the WSCSP, agreed with the previous speakers and continued that as communities grew it was important that residents were aware and reported anything which made them uneasy. She said that the WSCSP had grown in the last few years and carried more weight.
- 31.15 Members then asked about the Strategic Action Plan, which was mentioned in the papers and how prevention of County Lines was being included in this plan.
- 31.16 Superintendent Warner explained that the Strategic Action Plan was confidential. He outlined the operation of County Lines, and how drug dealing groups, not located in the area, used young people, often boys, as couriers to deliver drugs to customers. They used mobile phones to receive orders and to instruct their couriers. The gangs were high risk to themselves, other groups and the public they preyed on. They used extreme violence including the use of firearms to control the gangs, and to reclaim unpaid debts from customers. The gangs were flexible and often operated for a limited time in one location, which made the issuing of arrest warrants difficult. Also, the couriers were dispensable and were quickly replaced, if they were arrested. Recently there had been two murders and two stabbings in Norfolk in direct relation to the operation of County Lines. He assured Members that the Police was responding to the issues and that the WSCSP had developed a Strategic County plan and a Western Tactical

- Plan to be ahead of the developments.
- 31.17 A Serious Crime Disruption Team operated in Suffolk and was a County wide resource. West Suffolk had a Scorpion team, which issued all arrest warrants, disruption visits and a variety of covert operations.
- 31.18 He continued that Suffolk and Norfolk Constabularies worked with the Metropolitan Police and Hackney Gang Units in a variety of areas to combat County Lines operations.
- 31.19 Councillor Hadingham asked how practical it was for Babergh and Mid Suffolk District Councils to the delivery of key actions in the Tactical Action Plan (page 7, 4.10). The Interim Corporate Manager – Communities responded that there were four areas for development, but that the draft plan was restricted.
- 31.20 Superintendent Warner said there was much Members could do to support the work of the WSCSP. Members could raise awareness of the gravity of the situation, know what to look for and to report anything to the appropriate organisations. They could also signpost appropriate help for residents.
- 31.21 Councillor John Field asked if there were enough resources to support the WSCSP and related projects.
- 31.22 The Superintendent responded that the Tactical Action Plan incorporated both the WSCSP and the Police. In response to if there was enough work being done to prevent young people getting involved with crime, he said that this was included in the Tactical Action plan.
- 31.23 In relation to how schools could prevent drug dealing inside and outside the school, the Superintendent responded that police officers always responded quickly to any reporting for offences involving children and that schools received support in tackling these issues.
- 31.24 Councillor Michael Creffield enquired why more was not done to prevent the criminal use of mobile phones and the response was that listening to mobile phones was subject to strict regulations to protect the public.
- 31.25 Councillor Keith Welham raised concerns on how to get residents to report any issues to the police, because the '101' Service was a lengthy process and required detailed information of the caller, which may concern some callers.
- 31.26 Members agreed and said that it was possible that the public was concerned of being targeted by gangs for providing information to the police. Superintendent Warner reassured Members that there had been no reports of members of the public being intimidated by County Lines gangs after they had provided information to the police.
- 31.27 Councillor Maybury reassured Members that the Communities Team were working hard to support the youth in the districts, and that there had been conversations with established youth projects to investigate the best way to provide this support.

- 31.28 Councillor David Muller said that his experience with dealing with drug related issues in the community had been well supported by the local neighbourhood communities' teams, Suffolk County Council and other Mid Suffolk District Council.
- 31.29 Councillor Rachel Eburne was concerned that young people would not report each other whether it was in relation to drug dealing or mental health issues such as self-harm and low self-esteem. She wanted to know how the WSCSP was supporting these problems.
- 31.30 Eugene Staunton, Associate Director of Transformation Lead for Mental Health for the CCG responded by outlining the work being undertaken to support emotional health and wellbeing. All organisations dealing with young people were required to have a Young Peoples' Emotional Health and Wellbeing plan in place which was updated every year. In Suffolk the plan had been in place for four years.
- 31.31 He referred to the Emotional Health and Wellbeing Hub, which was a single point of access replacing mental health referrals, which had been formed by a variety of different mental health providers.
- 31.32 Investment had been made into multi professional training for mental health issues to raise awareness. An example of this was Mental Health First Aiders recently rolled. Mental health of young people was the responsibility of families, schools and health providers.
- 31.33 Members then discussed and question violence against women and Children.
- 31.34 Councillor Lesley Mayes was concerned that the three refuges for women and children was in the north of the district, which made it difficult to maintain contact with family and friends for those entering these refuges.
- 31.35 Councillor Keith Welham added that these refuges were for women with young children and that women with older sons were unable to be admitted. Also, these refuges did not allow men to be admitted.
- 31.36 Claire Harvey – Community Safety Lead – Localities and Partnerships Team, responded that there were 23 static accommodations across the County, which could house these victims and that male victims, who could not access this service, received support from the Communities team within the Districts. She made Members aware that only victims of intimate relations could seek admission to the refuges.
- 31.37 Councillor Keith Welham asked if victims from other counties were admitted into local refuges and if Suffolk move victims of domestic violence to other counties. It was confirmed that was the case.
- 31.38 Councillor Hadingham referred to appendix 4, page 31 and asked why there was a 50% drop out in arrests. Superintendent Warner responded that it

was possible that historical domestic violence had an influence on the arrest percentage, as these cases often required different actions. It could also be that an arrest was not the right solution, but that the issuing of a domestic violence protection notice was the appropriate solution.

- 31.39 Councillor John Field was concerned that there existed a back log of 55 victim cases for Suffolk Rape Crisis (appendix 4, page 34), and the service was considering further provision for men, before dealing with the back log.
- 31.40 Claire Harvey explained that Suffolk Rape Crisis was not under the remit of Suffolk County Council. But she clarified that waiting times were quite common especially after high profile cases had come forward. This had resulted in victims disclosing cases which had happened 30 to 40 years ago. She believed the 55 cases were waiting for assessment and engagement, but that victims were being supported whilst on waiting for full engagement for the full service.
- 31.41 The Chair referred to the appendix 4, page 31 and asked if the WSCSP was making improvements to be in a better position, to follow the strategic points in the report.
- 31.42 Claire Harvey responded that during the last three years, there had been dedicated resource for domestic violence. There was also more funding put into domestic violence than before. Whilst the figures in the appendix appeared to be increasing, it was a result of an increase in awareness of domestic violence and that domestic violence was now recognised as unacceptable by victims. Also, historical cases were being reported especially by older women, who had previously not reported the violence.
- 31.43 Councillor James Caston asked when disclosure was activated, as victims may not be ready to go to the police.
- 31.44 Claire Harvey responded that the primary concern of the service was to ensure that the victim was safe. Victims did not always want the perpetrator to be arrested or prosecuted. Disclosure to the police only happened when the victim was ready to proceed to that stage of the process.
- 31.45 In response to further questioning, Claire Harvey explained work was being undertaken to develop a Suffolk Co-ordination Centre intended to be a safe point of entry for victims of domestic abuse to report and disclose their cases.
- 31.46 Councillor John Field ask if there existed any data analysis of the outcome of the quantitative data on page 31 to 34, as it would be useful to measure the success of the service in relation to the refuges and if they had made any differences.
- 31.47 Claire Harvey responded that in terms of contract performance there was a robust management system in place, VAWG strategy plan, which measured performance. A quarterly report listing the beneficial outcome could be made available to the Committee.

31.48 Councillor Elizabeth Gibson-Harries said that it was the intention attention of the WSCSP to have had provided a list of contact details for all Parish Councils.

NOTE Councillor Stephen Williams left the meeting at 11.08am

31.49 Paul Goodman said that the Fire Service was supporting the WSCSP and that the Fire Service had their own resources. All services were working of finding a way to support the WSCSP

NOTE: Councillor Elizabeth Gibson-Harries left the meeting at 11.15 am.

31.50 Members discussed Hate Crime and Prevent, in relation to the Prevent Strategy which indicated that 60% of the work was directed towards Islamic thinking. They were concerned that there was now an increase in far-right groups activities, which increasingly took up funding from Prevent. Members were interested in how this was reflected locally.

31.51 Superintendent Warner said that locally there was no indication of a rise of threats in this area, but that the police received national review on threat assessments.

31.52 Claire Harvey informed that beneath Prevent Strategy was a channel panel which identified individuals, who was were at risk of radicalisation and that the far rights groups were increasingly of interest to Prevent.

31.53 The Corporate Manager – Communities added that all Councillors were offered training in Safeguarding and Prevent awareness.

31.54 Councillor Hadingham enquired why it was necessary to conduct a Domestic Homicide Review (DHR) when the police had already conducted an investigation.

31.55 It was a statutory duty to undertake a DHR and did not cross over with the police investigation. A DHR investigated if the perpetrator had previously had any contact with the public services and if intervention could be improved. Frontline practitioners were not always aware of the signs and the WSCSP provided further training and awareness for them in this area. DHRs were a way to review the processes and to learn from these.

31.56 Councillor Margaret Maybury explained that one Babergh and Mid Suffolk officer always conducted the investigation and that the Councils provided administrative support. DHRs were very time consuming and costly, even if the costs were divided up between the four Districts in the WSCSP. Funding and resources were needed to be able to maintain this kind of necessary investigation.

31.57 The Witnesses then summed up key messages for the Members including:

- Members should report any issues to the appropriate organisation;
- Awareness was important not just for Members but for residents;
- Councillors could play a role in signposting services at community

- levels, community groups and local parish councils;
- County Lines affected all communities and was happening in all areas;
- Education of residents in local setting with regard to County Lines was paramount;
- Members were community leaders and they could play an important part in educating members of the public and to increase awareness.

31.58 Members then discussed the recommendations and agreed that a Member briefing and a toolkit for Members with contact details for emergency services present that at the meeting were to be provided to all Members.

31.59 Councillor John Field requested that officers prepared a summary of the main points and that these were forwarded to Suffolk County Council.

By a unanimous vote

It was RESOLVED: -

- 1. That a joint Member briefing be delivered to all Members detailing the issues in the report.**
- 2. That a toolkit with the key contact details for agencies dealing with the issues discussed today be formulated and distributed to all Members.**
- 3. That officers prepare a summary of the main points of the discussion to be circulated to Suffolk County Council.**

32 JOS/18/15 INFORMATION BULLETIN

The Chair requested a 5-minute recess at 11.50 am

NOTE: Councillor Gasper left the meeting.

The meeting recommenced at 11.55 am.

32.1 Justin Wright-Newton – Corporate Manager for BMBS, provided a verbal update on the standard figures, which had improved. Currently the Joint Standard Voids time was 20 Days. He said that the Information Bulletin was a summary of Reports JOS/18/14 and JOS/18/15 which both went to the Joint Overview and Scrutiny Committee on the 3 September.

32.2 Members agreed that the Voids Update Information Bulletin should continue to be presented to the Committee every three months.

It was RESOLVED: -

- 1. That the Information Bulletin be noted.**
- 2. That the Information Bulletin be presented to the Committee every three months.**

33 JOS/18/16 FORTHCOMING DECISIONS LIST

Kathy Nixon - Strategic Director, informed the Committee that if the Tree Policy met the parameters of the LA Act 2002 in any way in relation to the conservation of trees, it would be presented to both Councils in December after being presented to both Cabinets.

It was RESOLVED: -

That the Forthcoming Decisions List be noted.

34 JOS/18/17 BABERGH OVERVIEW AND SCRUTINY WORK PLAN

It was confirmed that the HQ Regeneration Proposal was a Council decision but would be presented to both Cabinets before going to Full Council.

It was RESOLVED: -

That the Babergh Work Plan be noted.

35 JOS/18/18 MID SUFFOLK OVERVIEW AND SCRUTINY WORK PLAN

It was RESOLVED: -

That the Mid Suffolk Work Plan be noted.

The business of the meeting was completed at 12.05 pm.

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Chair (& Date)

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Agenda Item 7

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Joint Overview and Scrutiny	REPORT NUMBER: JOS/18/20
FROM: Cabinet Member for Planning – Cllr Glen Horn	DATE OF MEETING: 19/11/2018
OFFICER: Christine Thurlow Professional Lead Key Sites and Infrastructure	KEY DECISION REF NO. N/A

COMMUNITY INFRASTRUCTURE LEVY – CIL EXPENDITURE FRAMEWORK AND REVIEW

1. PURPOSE OF REPORT

- 1.1 The Community Infrastructure Levy (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 In approving the scheme both Councils agreed that the CIL Expenditure Framework and the Comms Strategy would be reviewed after Bid round one had been completed and whilst Bid round two was in operation so that any amendments to the scheme would be considered by both Councils and be in place before Bid round three commenced (1st May -31st May 2019). A timeline for the implementation of the scheme signalled the involvement of Overview and Scrutiny in late 2018. It was also agreed that the Joint Member Panel who informed the content of the CIL Expenditure Framework would remain to inform the CIL Review process.
- 1.3 This Review process has commenced, and this report is to provide Overview and Scrutiny Committee with information about the operation of CIL Expenditure to allow feedback on its effectiveness so that this can help inform the CIL Review and the work of the Joint Member Panel.

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 adopted the documents set out in paragraph 1.1 above by Council decision in April 2018

3. RECOMMENDATIONS

- 3.1 That the contents of the report and appendices together with verbal contributions by Witnesses to the Overview & Scrutiny Committee be noted and taken forward as part of the CIL Review.
- 3.2 The Committee may make further recommendations as it deems appropriate

REASON FOR DECISION

4. KEY INFORMATION

- 4.1 In addition to paragraphs 1.1 - 1.3 above, decisions on all the CIL Bids made under Bid round one were made by both Councils Cabinets on the 10th September 2018 (Mid Suffolk) and 13th September 2018 (Babergh). (These documents can be accessed through the hyperlinks to the background documents to this report).
- 4.2 Bid round two opened 1st October 2018 and closes on the 31st October 2018. All CIL Bids which are as yet undetermined (from Bid round one) will be taken forward into Bid round two where the Bids are valid.
- 4.3 Appendix (A) to this report contains a summary of learning points captured through the operation of Bid round one together with two learning points made though the Audit report on CIL Expenditure released in September 2018.
- 4.4 Appendix (B) to this report gives an outline of the proposed stakeholder engagement which is likely to commence in early November following the first meeting of the Joint Member Panel in November 2018.
- 4.5 Appendix (C) to this report gives a summary of the proposed work of the Joint Member Panel leading towards consideration of any changes by both Cabinets of both Councils in February 2019.
- 4.6 Appendix (D) gives a list of dates for the CIL Review (including key dates for Bid round 2) leading up to Cabinets consideration of any changes.
- 4.7 During the formulation of the CIL Expenditure process, Members signalled that Overview and Scrutiny should be involved after Bid round one to assist with informing the CIL Review. In addition to the information contained in Appendices (A) to (D) which gives a foundation for Members discussion, and Joint Member Panel to consider, the following Witnesses have been invited to the meeting to give feedback on their perspective of the CIL Expenditure process, outcomes and Review going forward:-

Sally Reeves – Secretary to Stowupland Village Hall Management Committee (responsible for Bid M10-18 which is currently invalid and successful Bid M12-18 both in Stowupland Mid Suffolk) as follows: -

- M10-18 – for a Parish Notice Board – further clarification is required about whether planning permission is required. If not the CIL Bid is valid and would go forward into Bid round two. If planning permission is required, the CIL Bid will remain invalid until planning permission is granted.
- M12-18 – which was approved for a Village Hall project (approved under delegated powers and endorsed by Cabinet)

- There were two other Bids submitted in Stowupland; one could not be taken forward as it involved highway issues which are not covered by the Regulation 123 list. The other was for provision of shower facilities at the Sports and Social Club. (This was approved under delegated powers and endorsed by Cabinet).

Clive Arthey – Ward Member for 7 of the 11 Bids made in Bid round one for Babergh and Member of the Joint Member Panel on CIL Expenditure. All five approved Bids for Bid round one were in this Ward as follows: -

- Bid B02-18, for the provision of a new hearing loop and speakers and a screen to for films In Monks Eleigh (approved by Cabinet)
- Bid B03-18, for the provision of recreation land and a shelter in Cockfield (approved by Cabinet)
- Bid B04-18 for the provision of open space for recreational purposes in Cockfield (approved by Cabinet)
- Bid B07 – 18 for the provision of an extension to provide cooking facilities and toilets at the Village Hall in Preston St Mary (Bid deferred from Bid round one to re-examine costings as these were considered to be too high. The opportunity is being taken to source other forms of funding to form a collaborative bid for CIL)
- Bid 08-18 for the provision of a fire pit with commemorative art work and seating in Thorpe Morieux. (Bid not valid as no control of land and no amount of CIL specified or cost or quotes for the works)
- Bid B09-18 for the refurbishment of the kitchen and a dedicated electricity supply in Cockfield (approved by delegated powers and endorsed by Cabinet)
- Bid B10-18 for the provision of an electric vehicle charging point at Lindsey village hall. (approved by delegated powers and endorsed by Cabinet)

James Cutting of Suffolk County Council representing Education and Passenger Transport improvement Infrastructure provider - responsible for the following Bids: -

- Bid B01-18 for a new bus stop in Sudbury within Babergh which was deferred to allow resolution of an objection by a Sudbury Town Council
- Bid M02 - 18 which was approved (under delegated powers and endorsed by Cabinet) for two new bus stops in Laxfield within Mid Suffolk
- Bid M03 - 18 for two new bus stops in Palgrave within Mid Suffolk which was deferred to allow resolution of the objection by Laxfield Parish Council.
- Bid M04 – 18 which was approved (under delegated powers and endorsed by Cabinet) for the improvement of two bus stops in Stowmarket within Mid Suffolk
- Bid M05 – 18 which was approved by Cabinet for improvement to 2 bus stops and shelter and Real Time Passenger information (RTPI) within Stowmarket

- Bids M13-16 inclusive relating to 4 school extensions for Stowupland (2) Mendlesham and Stowmarket within Mid Suffolk all of which await further information before they are valid Bids and can be determined

4.8 In summary all Bids which were valid (and no further clarification sought) were approved through Bid round one with a spend for both Councils which is set out in paragraph 6.6 below and in accordance with the CIL Business Plans for both Councils (which can be accessed through the hyperlinks In Background documents). All remaining Bids whether valid or invalid continue to be progressed. On this basis it is concluded that the CIL Expenditure and associated documents are fit for purpose, sound and legally compliant with the CIL Regulations. However, they can be further improved and nuanced to assist with delivery and issues which have been raised.

4.9 To conclude, Appendices (A) to (D) will form the framework for the CIL Review going forward. Indeed, these documents were discussed at the first Joint Member Panel meeting on the 1st November. The outcomes from this together with the results of suggested changes following the Stakeholder engagement and consultation with other teams and officers will be taken forward to the remaining Joint Member Panel meetings together with any issues raised by Overview and Scrutiny so that all points are considered.

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 slightly different for both Councils.

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% (capped at £100 per Council Tax dwelling) is allocated to Parish or Town Councils but where there is a Neighbourhood Plan in place this figure rises to 25%(with no cap). 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 At the time that the Parish pay-outs are made, the 20% save for Strategic Infrastructure fund is also undertaken as required by the CIL Expenditure Framework. 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.

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 (required by Infrastructure providers by infrastructure) against these housing projects. In this way housing growth occurring within the Districts is supported by infrastructure provision. The remaining monies are known as “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.

6.6 This is as follows for Babergh: -

Expenditure	Total	2017/18	2018/19	2019/20
CIL Expenditure “Available Funds” in Bid Round 1		N/A	£375,809.41	N/A
Total Expenditure in Bid Round 1		N/A	£75,217.55	N/A
Amount carried forward to Bid Round 2		N/A	£300,591.86	N/A

6.7 This is as follows for Mid Suffolk: -

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	£156,979.84	N/A
Amount carried forward to Bid Round 2		N/A	£268,719.80	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 The two CIL Business Plans where decisions were made on submitted Bids were endorsed as being sound and legally compliant by the Councils Shared Legal Service

7.3 A legal representative has been invited to attend the Joint Member Panel sessions arranged for November and December 2018 to inform the CIL Expenditure Review to ensure the outcomes are sound and legally compliant.

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>	Unlikely (2)	Bad (3)	<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. 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>

- 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
- 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. 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 service was operating at a high standard.
- 8.6 In September 2018 Internal Audit conducted a review of CIL processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication.
- 8.7 A representative from Internal Audit has been invited to attend the Joint Member Panel sessions arranged for November and December 2018 to inform the CIL Expenditure Review to offer the opportunity for ongoing scrutiny in risk terms.

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 (Parish Lia 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. The CIL expenditure framework requires two Bid rounds per year supported by the provision of a Business Plan for each Bid round and Council. This CIL Expenditure Business Plan contains the CIL Bid decisions for Bid round one. There is no EIA Assessment required.

12. APPENDICES

Title	Location
(A) Learning points captured (to date) through Bid Round One for consideration as part of the CIL Review.	Attached
(B) Outline of Stakeholder Engagement for the CIL Review to capture further learning points - likely to take place early November	Attached
(C) Outline of the Joint Member Panel Meetings scheduled to take place for November and December 2018	Attached
(D) Potential Timeline for the Review (including Bid round 2 for Cabinet decisions)	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://baberghmidsuffolk.moderngov.co.uk/documents/s9921/CIL%20Appendix%20A.pdf>

- The CIL Expenditure Framework Communications Strategy:

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

- Regulation 123 List for Mid Suffolk District Council:

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

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

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

- The Cabinet report for Babergh for CIL Expenditure CIL Bid round 1 – 13th September 2018

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11665/BCa1833%20-%20Report.pdf>

- The CIL Expenditure Business Plan for Babergh

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11666/Appendix%20A.pdf>

- The Cabinet report for Mid Suffolk for CIL Expenditure CIL Bid round 1 – 10th September 2018

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11620/MCa1829.pdf>

- The CIL Expenditure Business Plan for Mid Suffolk

<https://baberghmidsuffolk.moderngov.co.uk/documents/s11621/Appendix%20A.pdf>

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Appendix (A)

Learning Points Captured Through Bid Round One (Before Proposed Stakeholder Engagement)

All the suggestions below will be discussed at forthcoming Joint Member Panel meetings as part of the CIL Expenditure Review

Learning points	Commentary	Draft Suggested revision
Comms Strategy – press statement about Cabinet decisions currently has to include a quote from every Ward Member affected by a CIL decision	Following Bid round one this requirement made the press statement very long and unbalanced as the majority of the statement was quotes	Retain quotes for every Ward Member about successful projects except for the reporting of Business plan decisions (twice yearly) where just quotes from the lead PFH for Planning to be used instead.
One application form blanket approach needs to be amended with consequent changes to the corresponding Guidance Note so as to tailor the application forms and guidance to the different types of infrastructure being provided	The application forms need amending so that they are more tailored to the type of infrastructure and to its scale. (ie more detailed to include business cases where these are needed for larger types of infrastructure. There needs to be a shortened version to address passenger transport improvements such as bus stops where lots of detailed questions are not required	Draft some different types of application forms for CIL funding which better suit and meet the needs of the scheme,
Criteria for Best Value (and possibly others) needs to be quantified	This point was made through the Internal Audit - September 2018	Review this through the Joint Member Panel
Filing of Electronic information for each case should be kept updated	This point was made through the Internal Audit - September 2018 (where a couple of cases were selected as a sample)	Additional resource will be available within the team from January 2019 onwards and this should address this matter.
Provision of more information on Bids to those consulted on Bids (Members and Parishes)	Useful feedback gained through Bid round one. More information will be available through Bid round two in response	Review this through the Joint Member Panel

Definition of local infrastructure	Should it include improvement? (is this too much like repairs?)	Review this through the Joint Member Panel
Screening process to determine if there is any unspent s106 monies should be widened to include Community grant and External funding sources	Sensible adjustment (and used during Bid round one) to maximise the potential to secure collaborative bids and reduce the pressure on CIL funding	Review this through the Joint Member Panel
Issue new Timetable each year to provide certainty around the CIL calendar	Sensible adjustment so that Bid rounds dates Member briefings Parish briefings are known	Review this through the Joint Member Panel
Where infrastructure being proposed carries a dual use (such as education provision to also be used by the community) require the completion of a Community User Agreement so that the community use can be guaranteed.	Sensible measure to provide and secure dual usage. Draft devised	Review draft through the Joint Member Panel
Requirement for three quotes for proposed infrastructure (which is aimed at ensuring best value) to be reviewed according to the type of infrastructure being proposed	Feedback that Health and SCC have frameworks in place where best value is already secured or where they are contracted to work with one supplier.	Review this through the Joint Member Panel

Appendix (B)

Outline of Proposed Stakeholder Engagement for the CIL Review to capture further learning points - likely to take place early November 2018

Draft Scope

- Input from County Division Councillors, District Ward Members and Parishes who were consulted on valid Bids – (seek views from 6th November 2018 via survey)
- Input from BMSDC teams who continue to work collaboratively on CIL Bids from Communities including Strategic Leisure Advisor (via workshop in early November and survey)
- Feedback from those who submitted Bids in Bid round 1 - Infrastructure providers Parishes and Community groups – (seek views from 6th November 2018 via survey)
- Feedback from Overview and Scrutiny meeting on the 19th November including verbal contributions of Witnesses
- Feedback from Internal Audit – Formal Report submitted 28/9 - to be part of ongoing work alongside Joint Member Panel
- Feedback from Legal – to be part of the ongoing work alongside Joint Member Panel
- Meetings of the CIL Expenditure Joint Member Panel on the 1st November 22nd November 6th December and 13th December 2018 to develop any refinements to the Framework and associated documents.

Appendix (C)

Outline of the Joint Member Panel (JMP) Meetings scheduled to take place for November /December 2018

Suggested Content for First Joint Member Panel meeting – 1st November 5pm

- Discuss Stakeholder engagement – who, what, how, when – share draft questions with JMP and agree final questions
- Discuss existing learning points to date and translate them into potential changes to the Framework
- Agree scope process and timetable for the Review
- Discuss ideas for engaging Members on CIL Framework amendments (Group meetings?)

Suggested Content for Second Joint Member Panel meeting – 22nd November 5pm

- Share Overview and Scrutiny Report from the 19th November and the feedback from the Witnesses Sally Reeve from Stowupland (submitted two Bids) Clive Arthey (all successful Bids in Babergh in Clive's Ward – also Member of JMP) and James Cutting - Infrastructure provider from SCC (responsible for 9 of the 30 Bids made in Bid round one across Babergh and Mid Suffolk)
- Discuss feedback and learning points from Stakeholder engagement exercise and translate them into additional potential changes to Framework
- Discuss any revised documents ready for Joint Member Panel to see and agree (e.g. Community User Agreement, Application forms and guidance - different for different types of Infrastructure. Any changes to the Comms Strategy which may be required.

Suggested Content for Third Joint Member Panel Meeting – 6th December 5pm

- All draft revised documents to be circulated and worked through during discussion as follows: -
- CIL Expenditure Framework
- Supplementary Documents for Validation, Screening and Prioritisation
- CIL Expenditure Comms Strategy
- Application forms
- Guidance docs for the application forms
- Timeline for CIL Implementation to include Member Briefings and Parish Liaison for 2019

Final Sign off Meeting by Joint Member Panel if Required – 13th December 5pm

- To address any unresolved issues

Appendix (D)

Potential Timeline for the Review (including dates for Bid Round 2 Cabinet decisions)

- Results of Internal Audit report for CIL Expenditure Framework – September 2018
- First Joint Chairs meeting for Overview and Scrutiny report into CIL Expenditure Framework – 4th October
- Draft report for Overview and Scrutiny to be ready for 25th October
- Second Joint Chairs meeting for Overview and Scrutiny report into CIL Expenditure Framework – 29th October
- First meeting - Joint Member Panel - CIL Review – 1st November 5pm
- Joint Officer meeting with Communities and Infrastructure Including Strategic Leisure Advisor – week beginning 5th November or earlier if possible
- Engagement surveys commence with stakeholders for a two-week period: -6th – 20th November
- Overview and Scrutiny – 19th November. Witnesses Clive Arthey (Ward Member and member of Joint Member Panel), Sally Reeve(made two Bids for Stowupland) and Suffolk County Council - James Cutting
- Joint BMSDC and SCC Members and Officers meeting – after 19/11?
- Second meeting - Joint Member Panel - CIL Review – 22nd November 5pm
- Third meeting - Joint Member Panel - CIL Review – 6th December 5pm
- Sign off meeting for the CIL Review for the Joint Member Panel (if required – 13th December 5pm (after BDC Cabinet)
- Cabinet report with all amended CIL Expenditure Framework documents to be ready by 17th December so as to begin sign off process with Legal, Audit and Finance
- Cabinet report for Bid Round 2 - CIL Business Plan to be complete for Babergh and Mid Suffolk by 17th December so as to begin sign off process with Legal Audit and Finance
- Cabinet meeting for Mid Suffolk for CIL Review and Bid Round 2 Business Plan– 4th February 2019 – 2.30pm
- Cabinet meeting for Babergh for CIL Review and Bid Round 2 CIL Business Plan – 7th February 2019 = 5.30pm
- Full Council meeting for Babergh if amended CIL Framework regarded as a key decision - 19th March 6.00pm
- Full Council Meeting for Mid Suffolk if amended CIL Framework regarded as a key decision - 18th March 5.30pm

Other items to consider

- Member briefing session – when?
- Attendance at Member Group meetings –is this required?

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Agenda Item 8

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Joint Overview and Scrutiny Committee	REPORT NUMBER: JOS/18/21
FROM: Councillor Jan Osborne and Councillor Jill Wilshaw Cabinet Members with Responsibility for Housing at BDC and MSDC	DATE OF MEETING: 19 NOV 2018
OFFICER: Heather Sparrow Corporate Manager Housing Solutions	KEY DECISION REF NO. N/A

THE HOMELESSNESS REDUCTION ACT 2017 – REVIEW OF THE FIRST SIX MONTHS

1. PURPOSE OF REPORT

- 1.1 To review the first six months of the enactment of the Homeless Reduction Act (HRA) 2017.
- 1.2 To review the work being carried out and the performance of the Housing Solutions service.
- 1.3 To review the current and predicted work levels within the homelessness service.

2. OPTIONS CONSIDERED

- 2.1 This paper is for information purposes only, it provides an update on the demands placed on the Housing Solutions service. There are no options to be considered.

3. RECOMMENDATIONS

- 3.1 The Committee is asked to note the information provided.
- 3.2 The Committee is asked to provide their conclusions on the content of this report to both Babergh and Mid Suffolk District Councils Cabinets

REASON FOR DECISION

To review the first six months after the implementation of the Homelessness Reduction Act 2017 and the impact on the services provided by the Housing Solutions Team and the outcomes it has delivered to residents.

4. KEY INFORMATION

4.1 Background

- 4.1.1 The Homelessness Reduction Act 2017 (HRA) was enacted in April 2018. It placed many new statutory duties on the Councils.

4.1.2 The HRA amended part 7 of the Housing Act 1996 and included 13 new clauses, which not only amended previous duties, but also increased the duties we have to applicants.

4.1.3 The Act introduced new requirements for local housing authorities: -

- To carry out homelessness prevention work with all those who are eligible for help and threatened with homelessness. Previously this was a discretionary power and those who were likely to be in 'priority need' and owed an accommodation duty would receive a more 'in depth' advice service than those who no duty would be owed to.
- It changed the point at which a person was classed as being 'threatened with' homelessness from 28 days, to 56 days. This means cases are now open for longer and more work is required, significantly increasing the workload of the officers.
- It requires local housing authorities to carry out an assessment of the applicant's needs, and then developed a personalised housing plan, detailing the actions the applicant and the Council will take to prevent or relieve their homelessness situation. This is a new duty and we predicted it would be a significant administrative task, however, I think it was underestimated how time consuming this would be. Once a plan is produced, it then needs to be reviewed and updated on a regular basis.
- It places a new duty on local housing authorities to take steps for 56 days to 'relieve' homelessness by helping any eligible homeless applicant to secure accommodation. This could be Council accommodation or private rented but must be secure for at least 6 months.
- It places a new duty owed to certain applicants who deliberately and unreasonably refuse to co-operate with local housing authorities. The duty allows us to ensure that an applicant complies with the personal housing plan and if they fail to do so, that they are given warnings and offered further support before a potential discharge of the Councils' duties. In the first two quarters, we have not had to discharge duty for failure to co-operate.
- On 1st October, the final part of the HRA 2017 was enacted, known as the 'Duty to Refer'. It specifies that local agencies must refer those who are either homeless or at risk of being homeless to local housing authority housing teams, which potentially means another significant increase in case load.

4.2 **Preparation before enactment**

4.2.1 We redesigned our service, restructured and increased capacity within the team to enable us to manage the increased demands on workloads.

4.2.2 We ensured all staff attended relevant training courses, to enable them to meet the new duties.

4.2.3 We reviewed all our standard letters and updated them to reflect the legislative changes. There was also a need to create additional letters to meet the new duties. In total, this amounted to over 140 letters.

- 4.2.4 We developed a number of templates for personalised housing plans to minimise duplication for officers and enable them to tailor them more easily for the clients they are working with.
- 4.2.5 We have developed a 'toolkit' of resources for officers to try and increase positive preventative work within the private rented sector. The toolkit includes letter templates for officers to use when negotiating with landlords to withdraw a notice, which has been issued as an example.
- 4.2.6 We engaged with all staff internally and external organisations to make them aware of the changes and how the service we delivered would be different.
- 4.2.7 We sent a briefing note to all Members to notify them of the changes and how the service would be changing and held Member and Officer briefing sessions with a key note speaker.
- 4.2.8 We upgraded our computer system to ensure it was able to capture the information we needed to meet our new duties and provide us with the data needed to complete the quarterly government returns.
- 4.2.9 We prepared a business case for increasing temporary accommodation capacity at Mid Suffolk, this would enable us to meet our duties of minimising the use of Bed and Breakfast accommodation.
- 4.2.10 We developed a comprehensive projects approach to managing the implementation and split it into phases, to ensure the most important work was completed first. This has worked well. All actions are recorded on a comprehensive action plan, risks identified, and both are reviewed at regular 'Programme Board' meetings.
- 4.2.11 We held a telephone conference with MHCLG to discuss the preparations we had undertaken, who were happy with our approach and did not feel there was any need to visit us and the telephone conference was sufficient.
- 4.2.12 Cabinet members of Housing have followed the team, shadowing them in their duties

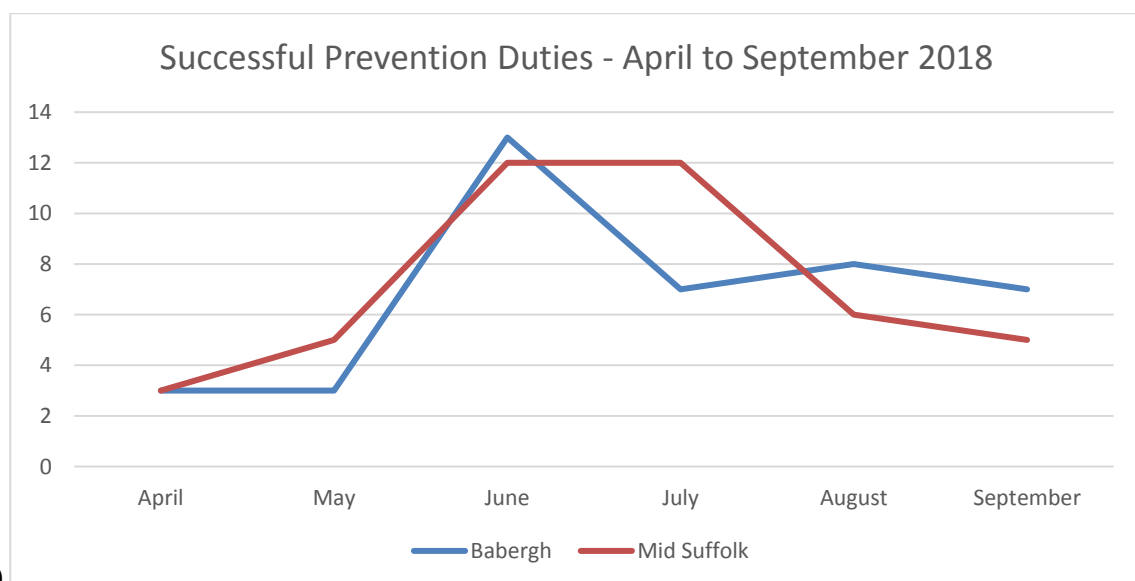
4.3 **Headlines since enactment (All data below relates from 1st April – 31st October)**

- 4.3.1 We have developed pathway plans for specified vulnerable groups including young people, those leaving care, leaving prison, being discharged from hospital, victims of domestic abuse, those with a learning disability or those suffering with a mental health condition. These pathway plans ensure a tailored, joined up approach and have been developed alongside the other agencies involved with these vulnerable groups.
- 4.3.2 We have taken 379 homeless applications, compared to 184 in 2017/18. This is in part due to the requirement under the new Act to take an application from everyone *eligible and homeless or threatened with*. Previously, an application would only be taken if it was likely the person was owed a temporary accommodation duty under s.188 of the Housing Act 1996.
- 4.3.3 We have prevented homelessness in 84 cases and relieved homelessness in 38 cases, a total overall of 122 cases. This is higher than the number of cases prevented 'like for like' in 2017/18.

- 4.3.4 Prior to enactment, performance was reported via the 'P1E' system, but in April MHCLG changed it to 'H-Clic'. This means some of the performance we used to report, we are no longer able to. For example, all Discretionary Housing Payments (DHP's) awarded, used to be counted as a prevention figure. This is why our performance looks lower.
- 4.3.5 However, when I have compared 'like for like' (i.e. removing the historic statistics around the DHP's we can no longer report on), we have actually achieved the performance from 2017/18, in the first six months of 2018/19. Given the significant additional demands on the service, this success should not be underestimated.
- 4.3.6 This table at 4.3.8 shows the 'like for like' performance jointly at the Councils over the past five years and shows the significant improvement in performance during the first six months of 2018/19.
- 4.3.7 Under the previous legislation, 'Preventions' of Homelessness were where we had prevented someone from losing their home and enabled them to remain living in it. If we were able to find them alternative accommodation, then it would be classed as a 'relief'.
- 4.3.8 Under the new Act, if someone is accepted under a *Prevention Duty*. It means they are at risk of homelessness within 56 days. If someone is accepted under a *Relief Duty*, it means they have already lost their accommodation and become homeless. This may mean they are 'sofa-surfing' been placed into temporary accommodation, staying with a friend or relative or street homeless.

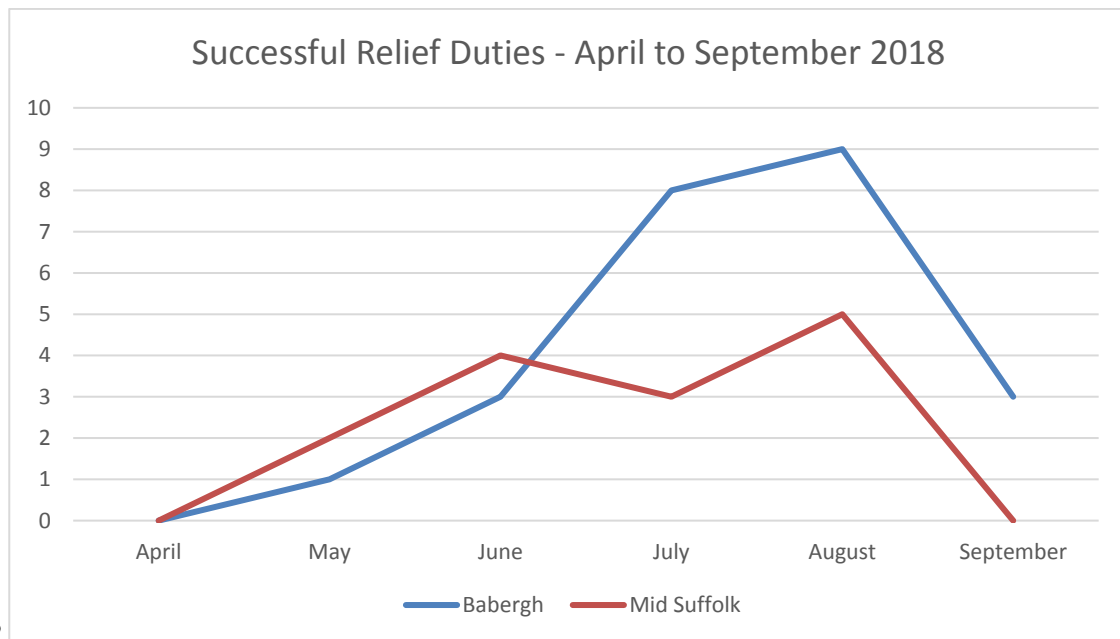
	13/14	14/15	15/16	16/17	17/18	18/19 (Q1/2)
Preventions	15	31	20	25	44	84
Reliefs	98	105	88	73	64	38
	113	136	108	98	108	122

- 4.3.9 The graph below (4.3.6) shows the number of cases where homelessness has been successfully *prevented* within each Council area.



- 4.3.10

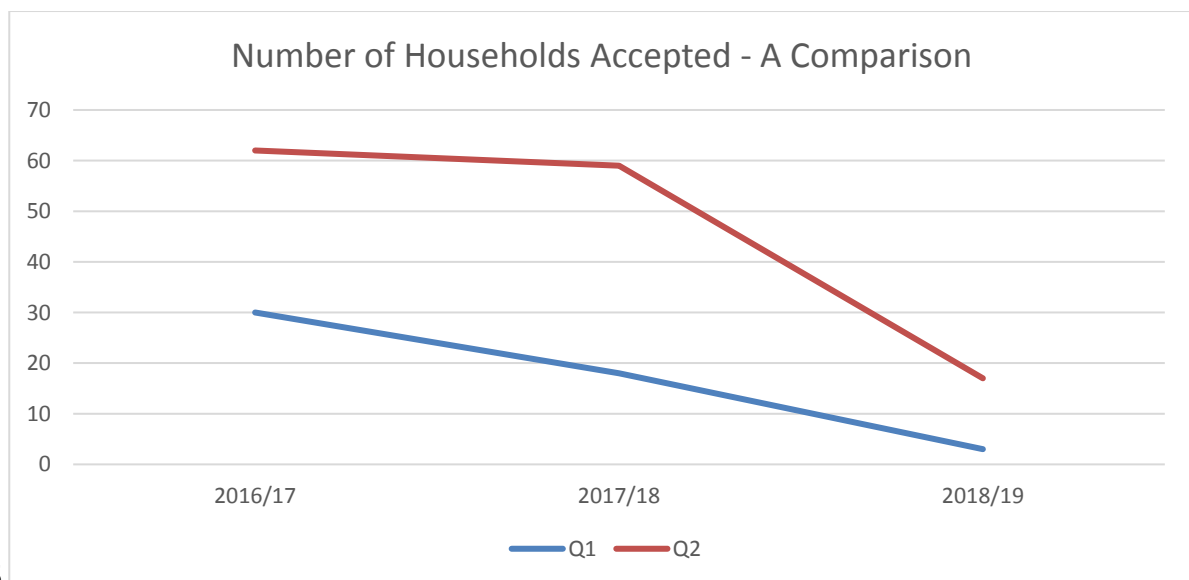
4.3.11 The graph below shows the number of cases where homelessness has been successfully *relieved* within each Council area.



4.3.12

4.3.13 The graph below shows the number of cases who have been *accepted* under s184 of the Housing Act 1996, as being owed the *Main Homeless Duty* compared to the same two quarters in the previous two years.

4.3.14 As you can see, despite a significant increase in caseload, the team are not only preventing and relieving more homelessness than in previous years but they are also accepting less people as homeless, which shows performance is high.



4.3.15

4.3.16 We have held 239 face to face appointments, which take on average 90 minutes each.

4.3.17 We have conducted 130 telephone appointments, which take on average over an hour to complete.

- 4.3.18 We have developed a procedure for managing 'Duty to Refer' cases, including an online form on our websites (<https://www.babergh.gov.uk/housing/homeless-advice/duty-to-refer/>) and set up a dedicated email address for all providers to use when referring clients to us (dutytorefer@babermidsuffolk.gov.uk). In the first month, we have received 28 referrals under the Duty to Refer. Not all of these referrals will result in a full application being taken but so far the majority have required a full homeless application, duty letter and personalised housing plan.
- 4.3.19 We have produced a five-year Homelessness Reduction Strategy, which is currently being consulted on. The Strategy has six key priorities, each of which have a minimum of five outcomes, we will aim achieve by the end of the 2024. The strategy will be published in early 2019 alongside an Action Plan for meeting the priorities. The progress of the action plan will be reviewed yearly.
- 4.3.20 We successfully acquired *The Foyer* in Stowmarket, which comprises 17 units of accommodation, enabling us to more than double our Temporary Accommodation provision within Mid Suffolk, from 15 to 32 units.
- 4.3.21 We have provided MHCLG with honest updates when requested on how we are coping with the requirements of the Act and what challenges we are facing. It is worth noting that MHCLG have not raised any concerns about the way we are managing.
- 4.3.22 It quickly became apparent that more management support was required to support the team effectively to deliver the demands of the new Act. There was also a significant amount of project work to be completed, which needed adequate resourcing. Therefore, in June/July, we created an additional Professional Lead role. This is a fixed term post until the end of March 2019. An experienced Housing Solutions Officer was appointed to the post and has made significant progress in completing the required project work and supporting the team including making changes to some of the processes to reduce the demands on their time.
- 4.3.23 In June, we submitted a bid to the Local Government Association's Housing Advisors Programme, for funding to provide expert help on delivering the private rented sector project, which we want to undertake. Unfortunately, our bid was unsuccessful, so we have made the decision to fund a project officer role part-time for five months to deliver this project through the Homelessness Reserves Accounts. The cost will be split equally between the two Councils.

Rough Sleeping

- 4.3.24 In December 2016, we were successful in a joint bid with West Suffolk Councils to fund a Rough Sleeping Prevention and Support Worker Role to work with those who are sleeping rough or at risk of spending their first night on the street.
- 4.3.25 In November this year, we will be taking part in our annual rough sleeper estimate as part of the Homeless Link rough sleeping count. In 2017, we reported there was 1 rough sleeper in Babergh and 2 rough sleepers in Mid Suffolk.
- 4.3.26 We continue to have isolated incidences of rough sleepers, which we engage with as soon as we become aware of them to prevent them from becoming entrenched.
- 4.3.27 The Rough Sleeper Prevention and Support Worker (RSP&SW) has successfully worked with a number of clients to end rough sleeping and secure alternative accommodation for them.

4.3.28 The RSP&SW has recently resigned from their post. We are currently working with partners at West Suffolk who were allocated the finance for the successful bid which funds this post, to look at the most cost-effective way to spend the remaining money to ensure successful outcomes for those sleeping rough or at risk of.

4.4 **The Future of the Housing Solutions Service**

4.4.1 We are continuing with our 'projects approach' to managing the development of the service.

4.4.2 We are producing a new 'Homeless Prevention Fund Policy' to reflect the changes of the new Act. It is intended this will be presented to Cabinets in January 2019. A draft is available for Committee's consideration as part of this report.

4.4.3 There is a new project which commenced in October 2018, which focusses on improving our access to the Private Rented Sector. This project will focus on: -

- Reviewing use and expenditure on temporary accommodation
- Considering the effectiveness of the current scheme in terms of take up and cost to the Councils
- Researching similar schemes in other areas
- Gaining an understanding of the private rented market in the two districts
- Making recommendations to amend and improve the current Rent Deposit Scheme
- Looking at opportunities to work with other local authorities in Suffolk
- Developing appropriate policies, procedures and documentation
- Private Sector Leasing

4.4.4 It is expected the work involved in reviewing the current rent deposit scheme and developing a new scheme with all the relevant documentation will take up to five months to complete. The leasing part of the project will commence in April once the rent deposit work has been completed. This will need to be resourced, for which we intend to use existing funds within the Homelessness Reserves Account.

4.4.5 We are currently re-writing all of the content on our website to provide much more comprehensive advice. There will be downloadable 'fact sheets' for applicants, which they will be able to print out. There will also be 'tools' they can use, for example, budgeting forms, to help them manage their money and consider what type of accommodation may be affordable. This will be published by the end of December 2018.

4.4.6 The website will contain information on a wide range of advice areas including:

- Accessing the Private Rented Sector
- Lodgings and Shared Accommodation
- Disrepair
- Rent Arrears
- Mortgage Arrears
- Housing Benefit
- Budgeting Advice
- Gateway to Homechoice
- Supported Housing
- Different types of Tenure
- What is a 'Prevention' Duty?
- What is a 'Relief Duty'?

- What happens when you move into Temporary Accommodation?
- What is a 'Personalised Housing Plan'?

4.4.7 It will also contain links to other websites where there is more detailed information rather than reproduce information that is already available.

4.4.8 We will be carrying out a review of our Temporary Accommodation provision across the two Districts. We expect demand and cost of Bed and Breakfast in Mid Suffolk to significantly reduce as a result of acquiring The Foyer. However, there is a potential need to invest in more temporary accommodation within Babergh's District. The review will consider the demand and costs, what alternative accommodation is available within the District and then if necessary a business case will be produced for Cabinet to secure additional accommodation. The review will take place in early 2019 and is likely to be completed in Summer 2019.

4.4.9 In 2019, we will publish our *Homelessness Reduction Strategy* and associated Action Plan. This plan will guide the development of the service over the next five years.

4.4.10 MHCLG have recently announced an opportunity to bid for funding to help support rough sleepers through the *Rapid Rehousing Pathway*. We do not have enough demand to bid alone but we have agreed to work alongside West Suffolk and submit a bid for Resettlement Support. West Suffolk have submitted the initial expression of interest and the bid will be finalised over the next few weeks.

4.4.11 Following a housing Corporate Manager retiring earlier in the year, some of the Housing Register functions moved into the Housing Solutions Team and other parts into Tenant Services. The Housing Management Team have reflected and feel that 'splitting' the service may not have had the impact we desired. Therefore, we have discussed at length the move and have agreed that there are a number of benefits to co-locating Allocations and Voids, within the Housing Solutions Service.

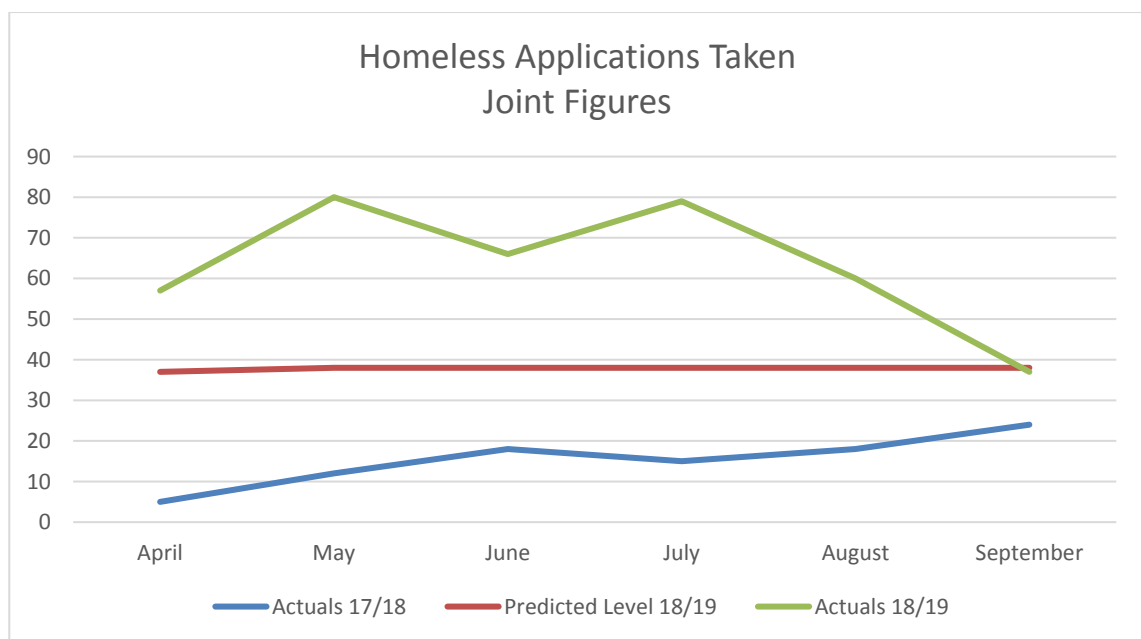
4.4.12 The reasons for co-locating the service include: -

- We have listened to the views of staff who have expressed an opinion that this would be a more effective way of managing the business
- No material cost of the change
- Quick win, no significant upheaval
- Builds upon phase one of the Voids Project to reduce void times and supports phase 2 of the project to reduce void times further
- Supports Housing Solutions having responsibility for 'everyone', those either homeless or on the housing register and in need of a home
- Removes the duplication between lead officers for specific parts of the allocations and assessments process including Gateway to Homechoice
- A mutual respect and understanding that previous changes may have not had the level of impact that was desired
- Will improve the levels of customer service we provide
- Supports the Housing Solutions team to provide roles and responsibilities in the most effective way – economies of scale which leads to greater job satisfaction through undertaking other tasks/work

4.5 **Current Challenges**

4.5.1 **Demand**

- 4.5.1.1 We expected demand to increase as a result of the new Act. This is largely due to the need to take an application from anyone who is *eligible* and *homeless* or *threatened with homelessness*. Historically, we would offer advice, but not need to take a full application or complete any of the additional paperwork we now need to complete.
- 4.5.1.2 We used a formula based on how workloads had increased within Wales as a result of the Housing (Wales) Act to try and estimate as far as practicably possible what increased demands might be on our service.
- 4.5.1.3 The table below shows the level of applications taken in the first six months of 2017/18, the predicted application numbers for 2018/19 (spread evenly over the twelve months), and the actual number of applications received so far, in Quarter's 1 and 2. The figures are for both Babergh and Mid Suffolk combined.



- 4.5.1.4
- 4.5.1.5 As you can see from the graph above, the level of work is significantly greater than we had expected. If we continue to take the same level of applications that we have in the first six months, then we will have taken more than four times the amount we took in 2017/18 at the end of the 2018/19.
- 4.5.1.6 To provide some context, this is a list of some of the tasks an officer will carry out when dealing with a case: -
- Initial 'triage' of case (30-60 Minutes)
 - An interview including notes, decision letter of duty owed and Personal Housing Plan (90-120 Minutes)
 - Negotiation with Housing Benefits, (time dependent on complexity)
 - Negotiation with Private Landlord, (30-60 Minutes)
 - Negotiation with Housing Association (60 Minutes)
 - Liaison with Social Workers, Mental Health or Support Workers (60-120 Minutes)
 - Officers often arrange face to face meetings with professionals (60 Minutes)

- There is also re-contact in relation to Rent Deposit Guarantee Scheme applications which are time consuming. For example,
 - Assessing income and expenditure, (60 Minutes)
 - Negotiating with landlord, (15-30 Minutes)
 - Completing paperwork, loan agreement and requesting funds (60 Minutes)

4.5.1.7 Not all cases will require each of these actions, but Officers have said that they are regularly spending a minimum of four and a half hours on each case.

4.5.1.8 Officers would like to spend more time reviewing Personal Housing Plans and monitoring progress, but at present, due to the demands on their time, this is impossible.

4.5.2 Impact on Staff, Health and Wellbeing

4.5.2.1 The increase in workload is having an impact on staff. So far, they have coped well under the circumstances so far, but the current demands on them is not sustainable. They are working at capacity and although performance is good and they have continued to provide a good service to clients, we could provide a better service if there was more capacity.

4.5.2.2 We have increased support for the officers by taking on an additional Professional Lead to enable more dedicated resource to supporting them. Alongside speaking to the team daily, the professional lead holds regular one to one's with each member of the team, regular huddles with the team and manages a rota to try and as far as practicably possible evenly share the workload. Also, the whole team try to meet up weekly at either Endeavour House or a Touchdown Point for a 'Team Day' to offer support to each other.

4.5.2.3 If workload increases, it will be unmanageable for staff to continue at their current level of performance and we risk being unable to meet our statutory duties.

4.5.3 Administrative Time

4.5.3.1 Prior to the implementation of the Act, we had tried to prepare ourselves for the additional administrative work that would be required. However, the time it takes is longer than we had expected and the increased administrative tasks should not be underestimated.

4.5.3.2 The administrative tasks are not something that can be delegated, as they are legal duty letters, the development of personalised housing plans, the review of the plans and the discharge of duty letters.

4.5.4 Lack of B&B availability

4.5.4.1 There is currently an extremely high demand for Bed and Breakfast accommodation. Historically, we have predominantly used B&B in Ipswich. Although this is not ideal as it is out of the District and may impact on our clients with less support networks available, we have previously had few B&B's within the Districts willing to take our clients.

- 4.5.4.2 Ipswich B&B's are generally full these days and we have struggled to secure rooms on occasions. However, we do now have a number of B&B's willing to take clients within our Districts, but they cost significantly more than the Ipswich ones we have used previously, which is having a significant impact on the budget.
- 4.5.4.3 We have been working closely with our Private Sector Housing colleagues to ensure that all temporary accommodation is inspected and meets the necessary health and safety requirements.
- 4.5.4.4 We will be conducting a review of temporary accommodation in early 2019. This will look at usage and demand, including the demand for Bed and Breakfast accommodation. This review will inform our plans for increasing additional temporary accommodation units, particularly within the Babergh District.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 Making best use of our housing stock
- 5.2 Being clear about what housing is needed
- 5.3 Managing housing assets effectively
- 5.4 Networked and agile organisation
- 5.5 Continued support for Health and Wellbeing Outcomes
- 5.6 Digital by Design

6. FINANCIAL IMPLICATIONS

GRANT FUNDING - BABERGH	2018/19	2019/20	2020/2021
FLEXIBLE HOMELESS SUPPORT GRANT	-£131,126	-£106,334	AWAITING SPENDING REVIEW
NEW BURDENS FUNDING	-£28,118	-£32,315	EXPECTED TO END
TOTAL	-£159,244	-£138,649	

GRANT FUNDING – MID SUFFOLK	2018/19	2019/20	2020/2021
FLEXIBLE HOMELESS SUPPORT GRANT	-£65,630	-£77,337	AWAITING SPENDING REVIEW
NEW BURDENS FUNDING	-£26,301	-£30,226	EXPECTED TO END
TOTAL	-£93,931	-£107,563	

Please see *Appendix M* for restricted financial data relating to contracts and The Foyer.

7. LEGAL IMPLICATIONS

7.1 If we fail to accurately assess applications and carry out our duties, then we are at risk of legal challenge. A court case would lead to significant costs.

8. RISK MANAGEMENT

8.1 The Housing Solutions Service has an Operational Risk Register (ORR), which is regularly updated. A copy of the ORR can be found in *Appendix E*.

9. CONSULTATIONS

9.1 The Homelessness Reduction Strategy is currently part of a six-week consultation process, ending 7th December. Following consultation, any appropriate amendments will be made, prior to it being presented to Full Councils early in 2019.

10. EQUALITY ANALYSIS




10.1 Equality Impact Assessment (EIA) not required because we already tailor our service to meet the needs to the most vulnerable groups. An example of this, is the ‘pathway plans’ we have created.










10.2 The Homelessness Reduction Act already supports those with protected characteristics.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications in this report.

12. APPENDICES

Title	Location
(a) Homeless Prevention Fund Policy	TO FOLLOW RESTRICTED
(b) Homelessness Reduction Strategy	 DRAFT HRS 2019-2024
(c) ‘Sample’ Personal Housing Plan	 Sample PHP.docx
(d) ‘Sample’ Pathway Plan	 Mental Health Pathway Plan

(e) Housing Solutions Operational Risk Register	 Restricted Operational Risk Regi RESTRICTED (Contains Sensitive Data)
(f) Case Studies	 RESTRICTED Case Studies.docx RESTRICTED
(g) Statistical / Performance Data	 Statistics.docx
(h) Newspaper Article on Foyer	 Foyer EADT Article.docx
(i) Newspaper Article on Homelessness Reduction Strategy	 EADT Article on Strategy Sept 2018
(j) Team Structure	 Team Structure October 2018
(k) HRA 2017 Implementation Plan (Phases 1-3)	 RESTRICTED Action Plan.xlsx RESTRICTED
(l) Service Plan 2018/19 (Update in progress to reflect staff changes)	 Restricted Service Plan 1819 Updated N RESTRICTED (Contains Sensitive Financial Information)
(m) Restricted Financial Information	 Restricted Financial Info.docx RESTRICTED (Contains Sensitive Financial Information)

13. BACKGROUND DOCUMENTS (*Papers relied on to write the report but which are not published and do not contain exempt information*)

13.1 None

Joint Homelessness Reduction Strategy

Babergh District Council
and
Mid Suffolk District Council

2019 – 2024

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

**Babergh and Mid Suffolk District Council
Housing Solutions Personal Housing Plan
(as part of the Homelessness Reduction Act 2017)**



SAMPLE PERSONALISED HOUSING PLAN

SOME INFORMATION REDACTED TO PRESERVE CONFIDENTIALITY

Dear *Name*,

ASSESSMENT AND PERSONAL HOUSING PLAN (as part of the Homelessness Reduction Act 2017)

I am writing further to our recent discussion about your housing problem. You said you wanted our help because you are at risk of losing your accommodation.

My name is Susie Farrer and I am a Housing Solutions Officer at Babergh and Mid Suffolk District Councils. I will now be your Case Officer and will work with you to try and find a satisfactory resolution to your housing problem. I can be contacted on 0300 123 4000 or on email at housingsolutions@baberghmidsuffolk.gov.uk. I will work on all aspects of your case and will keep in regular contact to monitor the progress made. Unfortunately, I have a large number of cases to manage so I may not always be able to respond to your enquiries on the day unless it is urgent, for example your circumstances have changed, and you are homeless immediately.

Understanding your housing problem

Your Housing Circumstances
Officers will add in a summary of the clients current housing situation, including why they are looking for accommodation, i.e. a notice from a private landlord.
Your Housing Needs
I am satisfied after assessment that a 1 bedroom property meets your accommodation needs and that ground floor accommodation would be best for you.
Your Support Needs
Officers will add in any support needs already identified and make reference to any organisations already involved with the client and the support they are offering. They will also include any referrals made to support providers, such as Home Group.

Following our discussion, I have carried out an assessment to see how I can best help you. I want to do all I can to help you to solve your housing problem and I am pleased to provide you with your Personal Housing Plan (PHP).

This plan sets out the actions the Council have taken, and will consider taking, to help you. Importantly the PHP also lists the actions we think you should take to try and resolve your housing problem. The plan has been put together following my assessment of your housing needs and circumstances and taking into account any support needs identified.

I think it is important to tell you the facts about just how difficult it is to find somewhere to live in the Babergh and Mid Suffolk Districts for anyone who may have to rely on benefits to pay all or some of their rent. We therefore need to work together to try and help you keep your accommodation or, if that is not possible, to help you find somewhere affordable for you to live.

I understand how much you and many other families and individuals facing homelessness would like to receive an offer of a Council or Housing Association property through the Housing Register. This is always the preferred solution and would allow you to settle and plan your future from the security of long-term social housing.

However, we are only able to help a small number of the families and individuals who become homeless with an offer of accommodation through the Housing Register, this is because so few properties become available. A small number of households, mainly families including children, can sometimes receive an offer of a Council or Housing Association property after spending some time in temporary accommodation. However, we are predicting that the number of these successful families will reduce considerably due to the expected increase of new families presenting to us, and the numbers already waiting for a home, compared to the number of homes that become available.

If you were to become homeless and are assessed as being in something called *priority need*, we would have a duty to make sure that you have somewhere to stay but we would not have a duty to offer you a Council or Housing Association property.

People referred to as being *in priority need* are families with children and pregnant women. Priority need is also given to some single people we assess as being vulnerable using a legal test we must apply. It is also important to let you know that even where an applicant is assessed as being in priority need, the Council does not have a duty to find everyone accommodation where we think their homelessness has resulted from something they deliberately did. We won't know whether we owe you any accommodation duty until we have been able to fully assess your case. Where a duty is accepted many households will have that duty ended through an offer of a privately rented home. You need to be aware that this may be outside of our district depending on what you can afford and what we can find.

I understand how hard it is to hear these facts. I want to help you keep the accommodation that you live in now if possible. If this isn't possible then I have a duty to help you try and find somewhere alternative to rent, I will advise where you are most likely able to afford and explain the resources available to search for accommodation.

Please now take time to carefully read your Personal Housing Plan that has been put together following my interview with you. Please start as soon as possible to carry out your actions listed in the plan as this will give you the best chance of not losing your current home or finding somewhere else to live.

Where a solution requested by yourself cannot be met, I will have informed you of this and explained the reasons why.

If you are not clear on what to do, please read your plan again. If you are still not clear, then you should email us at housingsolutions@baberghmidsuffolk.gov.uk and we will be happy to explain anything that you do not understand. Please be aware that we are dealing with a large number of cases and therefore, we will aim wherever possible to respond to any emails within 3 working days.

I hope you find your plan helpful.

Yours sincerely

S.Farrer

Susie Farrer

Your Personal Housing Plan

Name	Clients Name	Housing Solutions Officer:	Susie Farrer
Plan agreed:	29 October 2018	Next review date:	

Pending and completed actions**Action: Application for Gateway to Homechoice**

What we will do:

Housing Solutions Officer will arrange a telephone appointment for Gateway registration to be made over the phone.

Who: Us When we will do it by: 31 October 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Temporary Accommodation

What we will do:

Housing Solutions Officer will make enquiries into availability of suitable temporary accommodation with the Temporary Accommodation Officer.

Who: Us When we will do it by: 5 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: High Award for the Housing Register

What we will do:

Housing Solutions Officer to explore the possibility of awarding a high priority banding once gateway application is active.

Who: Us When we will do it by: 5 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Complete Gateway Application - Household

Required action - this is an action that we expect you to take

What you need to do:

You can complete an application to our housing register if you wish to be considered for social housing properties. The link to apply is <https://www.gatewaytohomechoice.org.uk/>

Who: You When you need to do it by: 13 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Gather Evidence of Support Needs – Officer

What we will do:

Your Housing Solutions Officer will be making contact with your support providers to gather information regarding your support needs. This will be used alongside the information you provided about your household support needs to complete an assessment to determine any future needs.

Who: Us When we will do it by: 13 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Proof of Homelessness

Required action - this is an action that we expect you to take

What you need to do:

Applicant to provide confirmation that he is/will not able to remain on the tenancy at their former matrimonial home at XXX.

Who: You When you need to do it by: 13 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Return all requested verification documents for GTHC – Household

Required action - this is an action that we expect you to take

What you need to do:

You are required to return all verification documents that have been requested by Gateway to Homechoice, to ensure that your housing register application can be assessed and made active as quickly as possible.

Who: You When you need to do it by: 19 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Search for properties in the private sector – Household

Suggested action - this is an optional, but recommended, action we suggest you take

What you should do:

You need to search for affordable properties in the privately rented sector as discussed with your Housing Solutions Officer. Please be mindful of Local Housing Allowance rates if you will be making a claim for Housing Benefit.

Who: You When you should do it by: 19 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Apply for Rent Deposit Guarantee Scheme – Household

Suggested action - this is an optional, but recommended, action we suggest you take

What you should do:

You need to complete the Councils Rent Deposit Guarantee Scheme application form in order to be considered for financial assistance to secure a suitable and affordable property in the privately rented sector. This needs to be completed once you have found a property that you and your Housing Solutions Officer are confident will be suitable and affordable for your households needs.

Who: You When you should do it by: 19 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Assist with search for properties in the private sector – Officer

What we will do:

Your Housing Solutions Officer will assist you with the search for affordable and suitable accommodation in the privately rented sector.

Who: Us When we will do it by: 19 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Action: Assist with application for Rent Deposit Guarantee Scheme – Officer

What we will do:

Your Housing Solutions Officer will assist you with the completion of a Rent Deposit Guarantee Scheme application. This application will be considered for financial assistance in order to secure accommodation that is suitable and affordable for your household in the privately rented sector.

Who: Us When we will do it by: 19 November 2018

Status: Pending

Task agreed: Yes

Progress so far:

Applicant's Declaration
I understand that this Personal Housing Plan has been produced in line with the requirements of Section 189A of the Housing Act 1996 (as amended).
We hope that you agree with the proposed reasonable steps that both the Council and you will take to resolve your housing issue.
Applicants have a right under s202 of the Housing Act 1996 (as amended) to request a review of the reasonable steps the Council has included within this Personal Housing Plan, within the Prevention and Relief states.
We would like to work with you if you disagree with any of the steps listed in your plan, prior to you submitting a request for a review.

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Mental Health

	Referral	Assessment	Prevention / Relief Assistance	Outcomes
Activities	<p>A person with mental health needs either self-refers to Housing Solutions or is referred by an agency working with clients who have mental health conditions</p>	<ul style="list-style-type: none"> An assessment is carried out by Housing Solutions. Following this assessment, the client will be introduced to the Personal Housing Plan (PHP) 	<ul style="list-style-type: none"> If the client has med/high support need, they will also be referred to appropriate specialist housing providers and support agencies If the client has no/low support need, they will be assisted by a Housing Solutions Officer . Clients will also be referred to other support agencies to meet needs identified that are non-housing related 	<p>Clients with med/high support needs have the following options:</p> <ul style="list-style-type: none"> Specialist Supported accommodation Return home
Who is involved	<p>Partner agency: Eg: Norfolk and Suffolk NHS Foundation Trust, MAVAM</p>	<ul style="list-style-type: none"> Housing Solutions Case Worker Mental Health Social Worker 	<p>If the client has med/high support needs:</p> <ul style="list-style-type: none"> Social care/ Care coordinator Housing Related Support Mental Health Allocations Panel Housing Solutions Officer Social Worker <p>If the client has no/low support needs:</p> <ul style="list-style-type: none"> Housing Related Support Housing Solutions Officer 	<p>Clients with no/low support needs have the following options:</p> <ul style="list-style-type: none"> Independent accommodation Return home Shared / Supported Accommodation

Housing Solutions

External partners

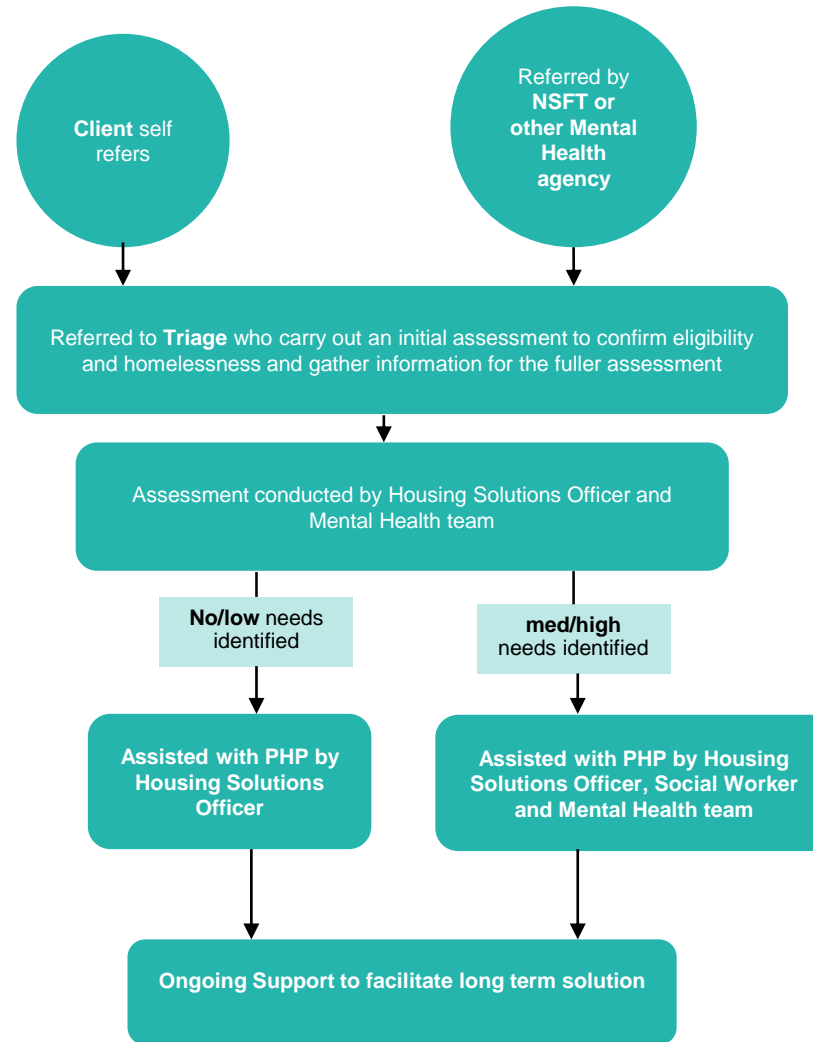
Mental Health

Having a home which is both safe and affordable is extremely important for general health. Living in poor housing, being homeless or threatened with homelessness could increase chances of developing a mental health problem, or could make an existing one harder to manage.

Housing Solutions work in partnership with a range of agencies to ensure that we meet the housing and support needs of those customers who suffer from mental health issues.

Housing Solutions will carry out a detailed housing needs and risk assessment of all customers who present for assistance or have been referred by a partner agency. A personalised housing plan will then be drawn up confirming any advice given, how the Council will assist and what the customer may need to do to help themselves.

Babergh and Mid Suffolk District Councils continuously review the advice and support services available to customers with mental health issues across both Districts.



Housing Solutions Statistics**Predicted Workloads**

The tables below show the caseloads managed by the teams (broken down by Council) in 2017/18 and so far in 2018/19. It also shows the predicted levels of casework and how we expected there to be an increase in workload. The final line shows the actual demands on the service. As you can see, we have already taken 83% of the predicted applications for 2018/19 in the first six months of the year.

Babergh	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
17/18	5	5	12	7	10	17	5	7	9	22	8	4	111
18/19	33	42	38	48	28	16							205

Mid Suffolk	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
17/18	0	7	6	8	8	7	6	10	5	11	4	1	73
18/19	24	38	28	31	32	21							174

Joint	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Total
Actuals 17/18	5	12	18	15	18	24	11	17	14	33	12	5	184
Predicted Level 18/19	37	38	38	38	38	38	38	38	38	38	37	38	454
Actuals 18/19	57	80	66	79	60	37							379

Successful Preventions

The table below shows the number of cases where homelessness has been successfully prevented.

These are cases where we have either enabled them to remain in their current home or been able to support them to find alternative accommodation to prevent them from being homeless.

	April	May	June	July	August	September
Babergh	3	3	13	7	8	7
Mid Suffolk	3	5	12	12	6	5

Successful Reliefs

The table below shows the number of cases where homelessness has been successfully relieved.

These are cases where homelessness has already occurred, but suitable housing secured to resolve their housing crisis. The clients assisted to find accommodation will either have been staying with friends or family, sofa-surfing, accommodated under an interim accommodation duty or street homeless.

	April	May	June	July	August	September
Babergh	0	1	3	8	9	3
Mid Suffolk	0	2	4	3	5	0

Main Duty Homelessness Decisions

The tables below show the number of decisions made once a prevention and relief duty has ended without a successful outcome.

Babergh	April	May	June	July	August	September
Accepted	0	0	1	8	4	0
Intentionally Homeless	0	0	0	0	1	0
Not in Priority Need	0	0	0	0	0	0

Mid Suffolk	April	May	June	July	August	September
Accepted	0	0	2	0	1	1
Intentionally Homeless	0	0	0	0	0	0
Not in Priority Need	0	0	0	0	0	1

Comparison of Main Duty Decisions in Q1 and Q2 2016/17, 2017/18 and 2018/19

The tables below compare the number of households being accepted under the Main Duty Homelessness Legislation in the previous two years, compared to the first two quarters of this year. As you can see, significantly less households are being accepted as homeless.

Babergh s184				
Accepted	Q1	Q2	Q3	Q4
2016/17	17	17	16	11
2017/18	9	25	14	24
2018/19	1	12		

Mid Suffolk s184				
Accepted	Q1	Q2	Q3	Q4
2016/17	13	15	12	21
2017/18	9	16	14	20
2018/19	2	2	0	0

<http://www.eadt.co.uk/news/homeless-shelter-restored-in-mid-suffolk-1-5692097>

Take a look inside this newly restored homeless shelter in Stowmarket

PUBLISHED: 14:17 12 September 2018

Amy Gibbons



Councillor Jil Wilshaw at the official opening ceremony of The Foyer in Stowmarket Picture:
BABERGH AND MID SUFFOLK DISTRICT COUNCILS

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

A restored homeless shelter in Stowmarket has officially re-opened, more than doubling the amount of council-funded accommodation for vulnerable people in Mid Suffolk.



The Foyer in

Stowmarket, which has been restored by the council for use as homeless accommodation Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

The Foyer on Hill Rise, previously owned by Flagship Housing, was purchased and repaired by Mid Suffolk District Council (MSDC) in an effort to transform the site into a place of security for vulnerable people.



One of the double

rooms at The Foyer Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

The building was officially re-opened by Jill Wilshaw, MSDC's cabinet member for housing, and members of MSDC's homelessness team at a special ceremony on Monday, September 10.



One of the twin rooms

at The Foyer Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

The facility, which has been unused for over a year, will now provide accommodation for 17 struggling families and individuals while the council investigates their housing requirements.



The kitchen at the

homeless shelter in Stowmarket Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

MSDC said it will provide a mix of single, double and twin rooms and enables the council to avoid overcrowding by placing larger families in multiple rooms.



A bathroom in the newly restored facility Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

The pictures show a bright and clean interior, complete with a range of bedrooms, kitchen and washing facilities.



The Foyer will house 17 families in a mixture of single, double and twin rooms Picture: BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Article on the Homelessness Reduction Strategy in the EADT, September 2018

Councils vow to eradicate rough sleeping and cut £71,000 spend on B&Bs for homeless

PUBLISHED: 11:28 04 September 2018 | UPDATED: 11:28 04 September 2018

[Jason Noble Local democracy reporter](#)



Babergh and Mid Suffolk are planning to cut down on rough sleeping and homelessness File picture: GETTY IMAGES/ISTOCK PHOTO

saints4757

Vows to eradicate rough sleeping and reduce dependency on bed and breakfast accommodation for homeless people have been made by two Suffolk councils.

Article taken from: - <http://www.eadt.co.uk/news/babergh-and-mid-suffolk-vow-end-to-rough-sleeping-and-reduced-b-b-use-for-homeless-1-5679787>



*The refurbished Foyer in Stowmarket will be help reduce the dependency on B&Bs
Picture: MID SUFFOLK DISTRICT COUNCIL*

Babergh and Mid Suffolk district councils have published their joint homelessness reduction plan for the next five years, which includes measures for how it will tackle the problem and build on existing work.

In their vision for 2023 when the strategy will be due for a refresh, the councils said they aim to have ended rough sleeping, prevented homelessness in the private rented sector and significantly reduced the use of B&Bs.

Last year, spend on B&Bs was £71,613 across the two authorities – £38,374 at Babergh and £33,239 by Mid Suffolk.

The refurbishment of The Foyer in Stowmarket is one of the key developments aiming to cut the dependency on B&Bs.

Councillor Jill Wilshaw, Mid Suffolk cabinet member for housing said: “By reflecting on previous challenges, our new strategy for the next five years looks at reducing homelessness in Mid Suffolk.

“This means earlier identification, free and confidential advice for residents and investment in facilities such as The Foyer in Stowmarket are all crucial if we’re going to make a difference.

“By identifying at risk residents sooner, we will come closer to ending rough sleeping across our district as well as send fewer individuals to bed and breakfasts.

“This work won’t be completed overnight, but we’re committed to seeing it through and ending avoidable homelessness.”

Article on the Homelessness Reduction Strategy in the EADT, September 2018

Among the measures being lined up in the strategy are intervening with people at risk earlier, producing personal housing plans for people and improving the information available online.

The plans also include steps to develop a countywide homelessness partnership, regular check-in sessions to curb repeated homelessness, tie-ups with the Citizens Advice Bureau and better healthcare access for those in the service.

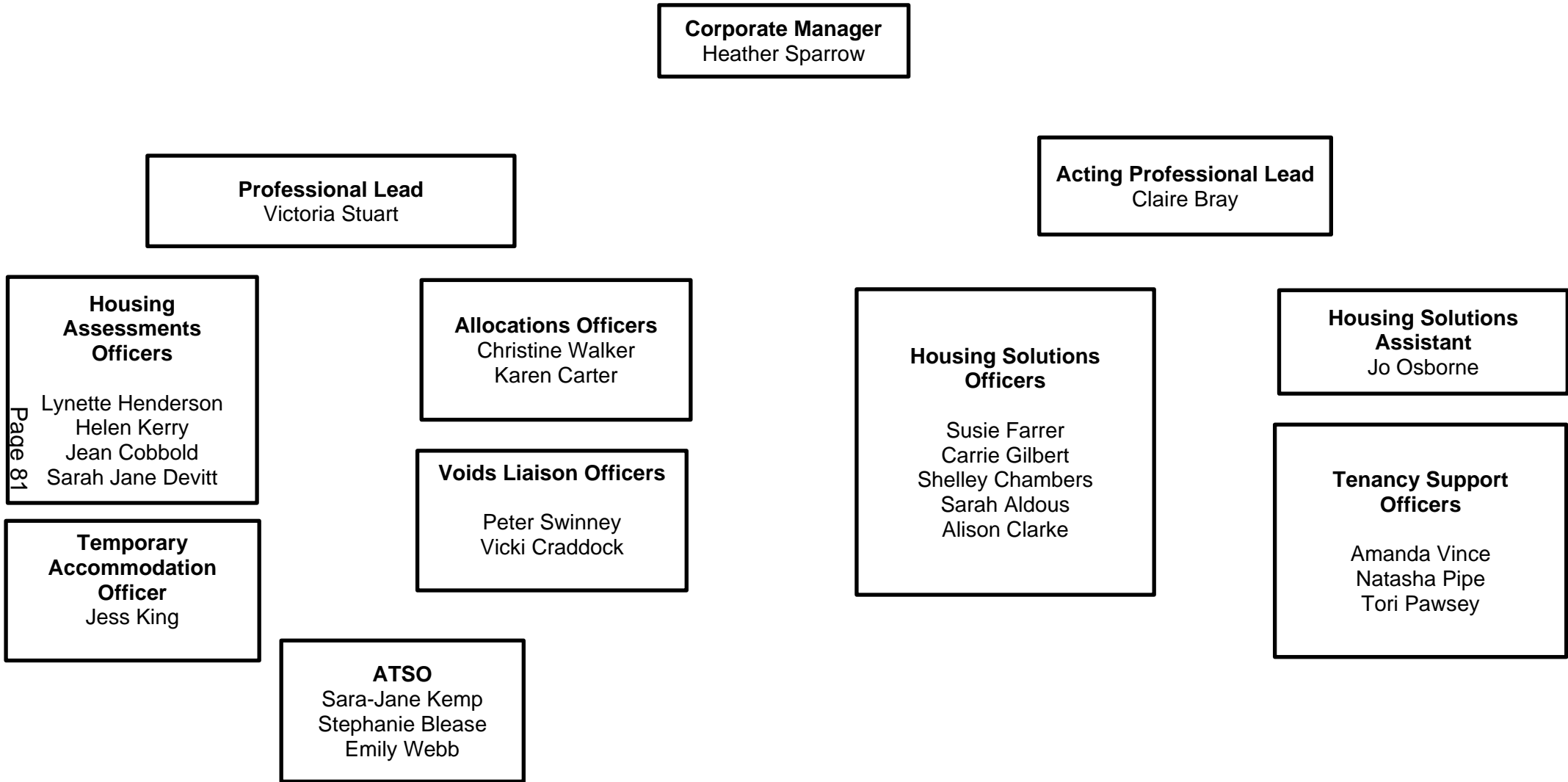
Councillor Jan Osborne, cabinet member for housing at Babergh added: “We’ve learnt from the challenges over the last few years and want to move forward with better provisions for our community. This includes reducing the amount of people becoming homeless through earlier identification, making sure our residents have access to free and confidential advice and investing in housing support facilities.

“We want to identify at risk residents earlier, end rough sleeping across our district as well as become less reliant on bed and breakfasts.

“In the longer term, we hope to see as little homelessness as possible in Babergh.”

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Housing Solutions – Family Tree



TEAM EMAIL INBOXES

For Homelessness and Temporary Accommodation housingsolutions@baberghmidsuffolk.gov.uk

For Tenancy Support tenancysupport@baberghmidsuffolk.gov.uk

For Gateway to Homechoice HomeChoice@baberghmidsuffolk.gov.uk

For Voids yournewhome@baberghmidsuffolk.gov.uk

Summary of what the service does:

Housing Solutions

- Prevent homelessness where possible
- Offer in depth housing options and housing law advice
- Deal with statutory homeless applications
- Manage and refer applicants to temporary accommodation
- Effectively manage temporary accommodation
- Administer the Councils Rent Deposit Scheme
- Support clients in housing crisis to find a resolution, including court representation, negotiation with landlords or mortgage lenders

Tenancy Support

- Will work alongside individuals who are struggling with their rent/council tax and look at possible solutions to get back on track
- Support tenants in completing HB claims, Discretionary Housing Payments and claims to other benefits such as PIP, ESA, CT (r) and UC. Support in claiming DFA's for help with council tax arrears
- Making applications for help with removal costs (DHP)
- Advice on help with accessing support with fuel costs / Anglian Water
- Accessing charitable payments for help with rent arrears, white goods and other items of household furniture
- Benefit awareness
- 1:1 home visits with a tenancy support officer if you have rent arrears or need help with housing benefit or any of the above
- Referrals to food banks and accessing fuel vouchers
- We work alongside other agencies such as Mental Health Teams, Citizens Advice, Local Area Co-ordinators, Children's Centres

Allocations

- Provide a high-quality service to customers in respect of lettings to prospective new customers, supporting existing customers with transfer and mutual exchange advice.
- Advertise all properties on the Gateway to Homechoice
- Advertise all sheltered properties on Housing Care.org
- Ensure properties are allocated promptly and fairly in line with the Allocations Policy
- Shortlisting properties for RSLs where there is an agreement in place
- Offer specialist advice to Registered Providers where we are shortlisting potential tenants through the CBL system
- Process mutual exchange applications in line with the Housing Act and relevant procedures.
- Act as the first point of contact for and aim to resolve complaints at first contact. Use customer feedback to make service improvements
- Ensure vulnerable people are identified and are provided with appropriate support mechanisms and are not disadvantaged. Where appropriate making referrals to support providers at offer stage.
- Carry out home visits for complex cases which will need an assessment in order to determine whether they qualify for a higher award on the housing register. Process applications for very sheltered housing.
- Ensure an accurate waiting list for very sheltered housing applicants is maintained and attendance at very sheltered housing allocations panels.

Voids

- Carry out pre-termination inspections to identify work which the tenant is required to carry out before the end of their tenancy
- Identify rechargeable costs and advise tenants on the condition in which the property is expected to be returned to the Council
- Ensure property information about vacancies is supplied promptly to ensure adverts are accurate and informative
- Provide the comprehensive information required to identify properties with disabled adaptations are clearly marked on adverts to enable Allocations Officer to make appropriate allocations.
- Carry out accompanied viewings with applicants who have bid for properties as directed by the Allocations Officers and advise the customer on any matters relating to their housing application.

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FORTHCOMING DECISIONS LIST

(Key Decisions and other Executive Decisions for the period
November 2018 to March 2019)

Published 2 November 2018

This list (Key Decisions and other Executive Decisions) contains details of all of the Key Decisions and other Decisions/Matters taken in private that are planned over the next four months.



It will be updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions, and of the taking of any items in private. It is published in accordance with the Local Authorities (Executive Arrangements) Meetings and Access to Information) (England) Regulations 2012.

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A key decision (as per Part 1, 12.7.1 in the Constitution) is an Executive decision which is likely to:

- (a) Result in the Council spending, or saving a significant amount compared with the Budget for the service or function the decision relates to; or
- (b) Have a “significant” effect on communities living or working in an area made up of two or more wards.

When assessing whether or not a decision is a key decision, Councillors must consider all the circumstances of the case. However, a decision which results in a significant amount spent or saved, will generally be considered to be a key decision if:

- (a) The amount spent is £150,000 or more of revenue or capital expenditure;
- (b) Savings of £150,000 or more per annum;
- (c) Where a decision makes a commitment for spending over a period of time, it is the total commitment that must be considered to see if it is a key decision.

A key decision which is considered to have a “significant” effect on communities should usually be of a strategic rather than operational nature and have an outcome which will have an effect upon a significant number of people living or working in the area and impact upon:

- (a) The amenity of the community or;
- (b) Quality of service provided by the Council.

Agenda Item 10

Consideration of Decisions

The majority of items will be considered at a meeting to which any member of the public may attend and observe but may not speak. Any items marked with an asterisk * and categorised as an “Exempt Report” may be taken in private, if the related documentation contains “Exempt” or “Confidential” Information as defined in Schedule 12A of the Local Government Act 1972.

The categories of exempt information are:-

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information)
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the authority proposes a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or b) to make an order or direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Cabinet Members will consider information on key decisions through reports, associated appendices and schedules etc. Other documentation relevant to the decision being made may also be submitted for consideration. Subject to the “exemption and confidentiality” qualifications above, copies or extracts from any report or related documentation relating to a key decision will be available from the relevant Contact Officer listed in this Plan.

BABERGH DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS

Name	Portfolio	Telephone No	E-mail Address
Cllr John Ward	Leader of the Council and Cabinet Member for Finance	01787 210551	John.ward@babergh.gov.uk
Cllr Jan Osborne	Deputy Leader of the Council and Cabinet Member for Housing	01787 466096	Jan.osborne@babergh.gov.uk
Cllr Simon Barrett	Economy	01787 370139	Simon.barrett@babergh.gov.uk
Cllr Tina Campbell	Environment	01473 822290	Christina.campbell@babergh.gov.uk
Cllr Derek Davis	Organisational Delivery	01473 787375	Derek.davis@babergh.gov.uk
Cllr Kathryn Grandon	Communications	01473 824489	Kathryn.grandon@babergh.gov.uk
Cllr Frank Lawrenson	Assets and Investments	01787 372428	Frank.lawrenson@babergh.gov.uk
Cllr Margaret Maybury	Communities	01787 464358	Margaret.maybury@babergh.gov.uk
Cllr Nick Ridley	Planning	01473 652226	Nick.ridley@babergh.gov.uk

MID SUFFOLK DISTRICT COUNCIL PORTFOLIO HOLDER – CONTACT DETAILS

Name	Portfolio	Telephone No	E-mail Address
Cllr Nick Gowrley	Leader of the Council and Cabinet Member for Assets & Investments	01449 774297	Nick.gowrley@midsuffolk.gov.uk
Cllr John Whitehead	Deputy Leader of the Council and Cabinet Member for Finance	01473 833279	John.whitehead@midsuffolk.gov.uk
Cllr Gerard Brewster	Economy	01449 073856	Gerard.brewster@midsuffolk.gov.uk
Cllr David Burn	Environment	01379 788712	David.burn@midsuffolk.gov.uk
Cllr Julie Flatman	Communities	01986 798661	Julie.flatman@midsuffolk.gov.uk
Cllr Glen Horn	Planning	07889 300907	Glen.horn@midsuffolk.gov.uk
Cllr Suzie Morley	Organisational Delivery (including Customer Access)	01449 711306	suzie.morley@midsuffolk.gov.uk
Cllr Jill Wilshaw	Housing	01449 781194	Jill.wilshaw@midsuffolk.gov.uk

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

November 2018 to March 2019 (Published 2 November 2018)

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB55	Cabinet 5/8 November 2018	General Fund Financial Monitoring 2018/19 – Quarter 2	Members to note the current budgetary position for both General Fund Revenue and Capital.	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@baberghmid.suffolk.gov.uk	Yes	No
CAB74	Cabinet 5/8 November 2018	HRA Quarterly Monitoring – Quarter 2	Members to note the current budgetary position for both HRA Revenue and Capital.	Jill Wilshaw John Ward	Melissa Evans 01473 296320 Melissa.evans@baberghmid.suffolk.gov.uk	Yes	No
CAB81	Cabinet 5/8 November 2018	Babergh Mid Suffolk Building Services (BMBS) Business Plan 2017 - 2023	To approve the Business Plan	Jill Wilshaw Jan Osborne	Justin Wright-Newton 01449 724735 Justin.wright-newton@baberghmidsuffolk.gov.uk	Yes	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@baberghmidsuffolk.gov.uk	No	No
CAB38	Cabinet 10/13 December 2018	Community Strategy	To agree the draft Community Strategy prior to wider engagement, before endorsing the final version and its associated Action Plan in Spring 2019.	Julie Flatman Margaret Maybury	Tom Barker 01449 724647 Tom.barker@baberghmidsuffolk.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	Gerard Brewster Nick Ridley	Emily Atack 01449 724741 Emily.atack@baberghmidsuffolk.gov.uk	No	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
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@baberghmidsuffolk.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@baberghmidsuffolk.gov.uk	Yes	No
CAB42	Cabinet 10/13 December 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	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	No	No
CAB86	Cabinet 10/13 December 2018	Modern Slavery Policy	To adopt a policy in line with the Modern Slavery Charter	John Whitehead John Ward	Katherine Steel Tel: 01449 724806 Katherine.steel@baberghmidsuffolk.gov.uk Rachel Hodson-Gibbons Tel: 01449 724587 Rachel.Hodson-Gibbons@baberghmidsuffolk.gov.uk	Yes	No
CAB84	Cabinet 10 December 2018	Leisure Centre Procurement and Redevelopment	To agree the procurement approach of the Council's Leisure Contract	Julie Flatman	Chris Fry 01449 724805 Chris.fry@baberghmidsuffolk.gov.uk	Yes	No
CAB54	Cabinet 10 December 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@baberghmidsuffolk.gov.uk	No	No

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB87	Cabinet 10 December 2018	Debenham Neighbourhood Plan	To seek Cabinet approval for the Debenham Neighbourhood Plan to proceed to the local referendum	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babergmidsuffolk.gov.uk	No	No
CAB89	Cabinet 10 December 2018	Gateway 14 Post Acquisition	To gain the Cabinets approval for the funding required to deliver the next steps for the Gateway 14 site	Nick Gowrley	Emily Atack 01449 724741 Emily.atack@babergmidsuffolk.gov.uk	Yes	Yes
CAB 90	Cabinet 10 December 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@babergmidsuffolk.gov.uk	No	No
CAB85	Cabinet 13 December 2018	Leisure Centre Investment	To approve the proposed leisure investment proposals for Kingfisher Leisure Centre and Hadleigh Pool	Margaret Maybury	Chris Fry 01449 724805 Chris.fry@babergmidsuffolk.gov.uk	Yes	No
CAB88	Cabinet 13 December 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@babergmidsuffolk.gov.uk	No	No
CAB37	Cabinet December 2018/ January 2019	Assets Strategy	To approve Asset Strategy document	Nick Gowrley Frank Lawrenson	Emily Atack 01449 724741 Emily.atack@babergmidsuffolk.gov.uk	Yes	No
CNL17	Council 18 December 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@babergmidsuffolk.gov.uk	N/A	No

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CNL14	Council 18/19 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	Gerard Brewster Nick Ridley	Emily Atack 01449 724741 Emily.atack@babberghmidsuffolk.gov.uk	N/A	In Part. <i>as per Paragraph 3 of Part I of Schedule 12A of the Local Government Act</i>
CNL11	Council 18/19 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	Agreed by licensing and recommended by Council
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@babberghmid suffolk.gov.uk	Yes	No
CAB91	Cabinet 10 January 2019	Site for Relocation of Hardwick House, Sudbury	To gain Cabinet's approval for the sale of land in Sudbury	Frank Lawrenson	Emily Atack 01473 265372 Emily.atack@babberghmidsuffolk.gov.uk	Yes	Yes
CAB39	Cabinet 7/10 January 2019	Joint Parking Plan	To adopt and agree the Joint Parking Plan setting out our vision and approach to the running parking once the Department for Transport has granted Civil Parking Enforcement powers for Suffolk	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	No	No

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB28	Cabinet 7/10 January 2019	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
CNL19	Council 22/24 January 2019	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	Robert Hobbs 01449 724812 Robert.hobbs@babberghmidsuffolk.gov.uk	N/A	No
CAB58	Cabinet 4/7 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 recommending to Council	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB40	Cabinet 4/7 February 2019	Environment Strategy	To adopt and agree the Scope of an Environment Strategy	David Burn Tina Campbell	Chris Fry 01449 724805 Chris.fry@babberghmidsuffolk.gov.uk	Yes	No
CNL08	Council 19/21 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

Unique Ref No:	Decision Maker & Decision Date	Subject	Summary	Contacts:		Key Decision ?	Confidential?
				Cabinet Member(s)/MSR	Officer(s)		
CAB34	Council 19/21 February 2019	Homes/Housing Strategy	To agree the Homes/Housing Strategy	Jill Wilshaw Jan Osborne	Gavin Fisk 01449 724969 Gavin.fisk@babberghmidsuffolk.gov.uk	N/A	No
CNL18	Council 21 February 2019	Stradbroke Neighbourhood Plan	To make the Stradbroke Neighbourhood Plan (Subject to result of Neighbourhood Planning referendum)	Glen Horn	Robert Hobbs 01449 724812 robert.hobbs@babberghmidsuffolk.gov.uk	N/A	No
CAB59	Cabinet 4/7 March 2019	General Fund Financial Monitoring 2018/19 – Quarter 3	Members to note the current budgetary position for both General Fund Revenue and Capital	John Whitehead John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.gov.uk	Yes	No
CAB75	Cabinet 4/7 March 2019	HRA Quarterly Monitoring – Quarter 3	Members to note the current budgetary position for both HRA Revenue and Capital	Jill Wilshaw John Ward	Melissa Evans 01473 296320 Melissa.evans@babberghmidsuffolk.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@babberghmidsuffolk.gov.uk	No	No

Key:

	Babergh District Council Only		Mid Suffolk District Council Only		Joint – Mid Suffolk and Babergh District Councils
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If you have any queries regarding this Forward Plan, please contact Henriette Holloway on 01449 724681 or Email: henriette.holloway@babberghmidsuffolk.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@babberghmidsuffolk.gov.uk. Any such representations must be received at least 10 working days before the expected date of the decision.

Arthur Charvonia - Chief Executive

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BABERGH DISTRICT COUNCIL

WORK PLAN

19 NOVEMBER 2018

BABERGH DISTRICT COUNCIL

COMMITTEE: Babergh Overview and Scrutiny Committee	REPORT NUMBER:
FROM: N/A	DATE OF MEETING:
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.

19 November 2018 Joint Committee with MSDC at 9.00 am for 9.30am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
CIL Expenditure Framework	The Joint Member Panel to be part of the Scrutiny Process	Christine Thurlow Professions Lead – Key Sites and Infrastructure	Cllr Nick Ridley Cllr Glen Horn	JOS/17/118 December 2017
The Homelessness Reduction Act (2017)	A review of the act 6 months after the implementation of the Act.	Heather Sparrow Corporate Manager – Housing Solutions	Cllr Jan Osborne Cllr Jill Wilshaw	BOS/17/22 20 November 2017
Homelessness Prevention Fund Policy	Scrutiny of the draft Homelessness Prevention Fund Policy	Heather Sparrow Corporate Manager – Housing Solutions	Cllr Jill Wilshaw Cllr Jan Osborne	

Community Strategy	Draft Report for Members to comment and make recommendations Report to Cabinet 10 December	Tom Barker – Assistant Director - Communities	Cllr Julie Flatman Cllr Margaret Maybury	N/A
Regeneration Proposal – Corks Land, Hadleigh. Regeneration Proposal – Hurstlea Lane, Needham Market	A Presentation on the proposal for the development of the previous Babergh and Mid Suffolk District HQ site	Jonathan Stephenson – Strategic Director	Cllr Frank Lawrenson Cllr Nick Gowrley	NOTE: <i>BDC will receive an information Bulletin MSDC will hold a separate Committee for the MSDC presentations</i>

17 December 2018 at 9.00 am for 9.30am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
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 Tina Campbell	JOS/17/8 15 February 2018
MRF Procurement Process	Officer to report back to the Committee on the outcome of the MRF procurement contract	Chris Fry Assistant Director – Environment and Commercial Partnerships	Cllr Tina Campbell	JOS/17/8 15 February 2018
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 Five-year Housing Land Supply –	Half Year update	Tom Barker Assistant Director – Planning for Growth Robert Hobbs Corporate Manager - Strategic Planning		JOS/18/15 20 September 2018
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	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

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	
Information Bulletin Service Level Agreement	Service level Agreement for Endeavour House, cost on an annual basis and anticipated costs in the future	Arthur Charvonia – Chief Executive		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 – Shared Services’ Agreements

An overview of the Shared Services’ Agreements

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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MID SUFFOLK DISTRICT COUNCIL

WORK PLAN

19 November 2018

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Mid Suffolk Overview and Scrutiny Committee	REPORT NUMBER:
FROM: N/A	DATE OF MEETING:
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.

19 November 2018 Joint Committee with BDC at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
CIL Expenditure Framework	The Joint Member Panel to be part of the Scrutiny Process	Christine Thurlow Professional Lead – Key Sites and Infrastructure	Cllr Glen Horn Cllr Nick Ridley	JOS/17/118 December 2017
The Homelessness Reduction Act	A review of the act 6 months after the implementation of the Act.	Heather Sparrow Corporate Manager – Housing Solutions	Cllr Jill Wilshaw Cllr Jan Osborne	MOS/17/24 16 November 2018
Homelessness Prevention Fund Policy	Scrutiny of the draft Homelessness Prevention Fund Policy	Heather Sparrow Corporate Manager – Housing Solutions	Cllr Jill Wilshaw Cllr Jan Osborne	
Community Strategy	Draft Report for Members to comment and make recommendations	Tom Barker – Assistant Director - Communities	Cllr Julie Flatman Cllr Margaret Maybury	N/A

	Report to Cabinet 10 December			
Regeneration Proposal – Corks Land, Hadleigh. Regeneration Proposal – Hurstlea Lane, Needham Market	A Presentation on the proposal for the development of the previous Babergh and Mid Suffolk District HQ site	Jonathan Stephenson – Strategic Director	Cllr Frank Lawrenson Cllr Nick Gowrley	NOTE: <i>BDC will receive and information Bulletin MSDC will hold a separate Committee for the MSDC presentations</i>

20 December 2018 at 9.00 am for 9.30 am

Topic	Purpose	Lead Officer	Cabinet Member	Previously Presented to Committee
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
Universal Credit	To review the implementation and if the Council was fully prepared for the roll-out in May 2018 (Officers: Amy Mayes and Andrew Wilcock SCC)	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

MRF Procurement Process	Officer to report back to the Committee on the outcome of the MRF procurement contract	Chris Fry Assistant Director – Environment and Commercial Partnerships	Cllr David Burn	JOS/17/8 15 February 2018
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	
Disabilities Facilities Grant	To scrutinise a review of the Disable Facilities Grant as there is an underspend of 70%	Gavin Fisk – Assistant Director – Housing Heather Worton Corporate Manager – Property Services	Cllr Jill Wilshaw	

Information Bulletin	Service level Agreement for Endeavour House, cost on an annual basis and anticipated costs in the future	Arthur Charvonja – Chief Executive		N/A
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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

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Agenda Item 13

BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Joint Overview and Scrutiny	REPORT NUMBER: JOS/18/27
FROM: Councillor Maybury and Councillor Flatman	DATE OF MEETING: 19 November 2018
OFFICER: Tom Barker – Assistant Director Planning and Communities	KEY DECISION REF NO. Item No.

COMMUNITY STRATEGY ENGAGEMENT PROCESS

1. PURPOSE OF REPORT

- 1.1 To enable Overview and Scrutiny Committee to inform the early engagement on the Councils' Community Strategy.

2. OPTIONS CONSIDERED

- 2.1 To write the Community Strategy without any early engagement and involve stakeholders solely through a process of consultation once the document has been drafted.
- 2.2 To undertake an extensive process of stakeholder engagement involving workshops, public meetings and online surveys.
- 2.3 To concentrate resources on in-depth 'focus group' style engagement with a range of stakeholders through four sessions to be held with (a) internal staff; (b) external statutory and voluntary sector partners; (c) members of the community represented by a cross-section of winners from the recent 'Stars' awards; and (d) a cross-section of Councillors.
- 2.4 The first option would enable a document to be created quickly but would run the risk of developing something that does not have the 'ownership' required both within the organisation and among external stakeholders.
- 2.5 The second option would be likely to result in high levels of ownership. It would, however, place a high demand on resources and extend the engagement process over a lengthy period of time.
- 2.6 The third option is considered to find the right balance between timeliness and involvement. Focus groups are also considered likely to result in engagement that emphasises depth of conversation over breadth and should therefore provide more effective influence over the final document.

3. RECOMMENDATIONS

- 3.1 That Committee endorse an engagement approach through use of focus groups involving (a) internal staff; (b) external statutory and voluntary sector partners; (c) members of the community represented by a cross-section of winners from the recent 'Stars' awards; and (d) a cross-section of Councillors.

3.2	That the draft Statement of Principles be endorsed as one of the building blocks in the creation of the Strategy.
REASON FOR DECISION	
To inform and add-value to the engagement on the emerging Community Strategy.	

4. KEY INFORMATION

- 4.1 The creation of a Community Strategy has been articulated as one of the Organisational Priorities for 2018/19.
- 4.2 Neither Babergh or Mid Suffolk have an existing Community Strategy.
- 4.3 Work to develop a Strategy began during Spring 2018 but for a range of reasons, including staff absence, did not progress. In order to deliver a Strategy for adoption prior to the end of this financial year it is necessary to now move with significant pace.
- 4.4 In order to frame development of the Strategy some 'key principles' have been drafted along with some 'open questions' that will help clarify the focus and parameters of the document.
- 4.5 These were informally floated at the recent Town and Parish Liaison meetings to gauge initial thoughts and feedback. They have subsequently been discussed with Cabinet Members for Communities. Following these discussions, the draft principles have been further refined and additional questions have been added. The current working draft of these is included at Appendix 1.
- 4.6 In order to move at pace but also engage with people in a meaningful way it is suggested that resources are concentrated on in-depth 'focus group' style engagement with a range of stakeholders through four sessions to be held with (a) internal staff; (b) external statutory and voluntary sector partners; (c) members of the community represented by a cross-section of winners from the recent 'Stars' awards; and (d) a cross-section of Councillors.
- 4.7 The outcomes from these focus groups will inform the Strategy that will be presented to Cabinet in draft form in January ahead of more formal consultation during February and anticipated endorsement of a final Community Strategy in March 2018.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The Community Strategy is heavily linked with the main priority area of Strong and Healthy Communities and in particular the key strategic outcome of Community capacity building and engagement to enable all communities to be thriving, growing, healthy, active and self-sufficient.

6. FINANCIAL IMPLICATIONS

The proposal would involve officer time but apart from potential room-booking costs, which would be negligible, there are no direct financial implications arising from this report.

7. LEGAL IMPLICATIONS

7.1 There are no 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. 3a – *a lack of effective engagement with communities to understand their future needs would mean that we may not be able to help communities become more sustainable*. Key risks associated with this report are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Moving at pace could mean that staff, external stakeholders and community representatives do not feel 'engaged' in the development of the Strategy	2	2	Use of focus groups will enable in-depth discussion with key individuals and there will be a period of more formal consultation early in 2019.

9. CONSULTATIONS

9.1 There has been some soft engagement on the emerging policy through the Town and Parish Liaison Meetings in October 2018 but there has not yet been any formal consultation.

10. EQUALITY ANALYSIS

The Community Strategy itself will require an Equality Impact Assessment (EIA) but an EIA is not required for this report because the contents of the report will have no impact on persons covered by the protected characteristics - age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

11. ENVIRONMENTAL IMPLICATIONS

11.1 There are no environmental implications arising from the report.

12. APPENDICES

Title	Location
(a) Draft Statement of Principles for the Community Strategy	Attached

- 13. BACKGROUND DOCUMENTS** (*Papers relied on to write the report but which are not published and do not contain exempt information*)
- 13.1 The Government's Civil Society Strategy: building a future that works for everyone - <https://www.gov.uk/government/publications/civil-society-strategy-building-a-future-that-works-for-everyone>
- 13.2 A connected society: a strategy for tackling loneliness - <https://www.gov.uk/government/publications/a-connected-society-a-strategy-for-tackling-loneliness>
- 13.3 New Local Government Network (NLGN) insight report: Transforming the relationship between Councils and Communities - <http://www.nlgn.org.uk/public/wp-content/uploads/Transforming-the-Relationship-Between-Councils-and-Communities-Insights-Report-OCT-2018.pdf>

Statement of Principles for the Community Strategy

Community Strategy Purpose:

To define what the Councils' strategic approach needs to be in order to ensure that all our places 'work' for now and in the future. It should help us decide what powers can we bring to helping resolve local issues, where and when should we intervene and, importantly, when should we just get out of the way to allow our communities to deliver for themselves.

The following principles will underpin the development of the Community Strategy:

- The empowerment of individuals, families and communities and the long-term sustainability of our communities
- The enhancement of consistent and effective engagement with our communities and across all Council services
- The development and maintenance of systems for gathering data and intelligence which is used to inform decision-making and reflects the 'Suffolk now and +20 years' evidence base
- Effective collaboration between the community and the voluntary sector, statutory partners and other agencies [something here about recognising and valuing Parish Councils as the most local tier of Local Government – developing a more mutually appreciative relationship that places priority on subsidiarity – triple devolution?]
- The development of strategies, policies and other initiatives which explore the potential for communities to play a far more significant role in the design, commissioning and delivery of public services
- To help address social exclusion, the harder to reach [and hear] and the impacts of [diminishing] social mobility by developing support mechanisms which help them to gain confidence and independence
- To strengthening the approach to prevention, to reduce demand on all our services and to ensure that our diminishing resources are targeted to those who need them most

Its emphasis is:

- To retain the trust and confidence of our communities and to develop an awareness of and enthusiasm for what they can achieve themselves

- To allow disadvantaged or marginalised members of our communities access to the benefits of community-based interventions that improve their quality of lives
- To provide a physical environment that is safe, healthy and inclusive
- To enable everyone to participate in decisions that affect their lives [to the extent their lives are affected.]
- To provide an evidence base and key trends (for instance, economy, demography, physical health, mental health, housing, inequalities, welfare reform) which is needed to support the Council's strategic plans

Its operating model is based on:

- The asset-based community development approach that
 1. Gathers intelligence and information about a community to establish their strengths
 2. Establishes what is important for that community so we can build more meaningful relationships and greater credibility.
 3. Supports local solutions and help build on the things already happening so they are owned locally and go further.
 4. Removes unnecessary barriers and build in long term sustainability so that we adopt a new way of thinking which can be mainstreamed into day to day working
- A focus on place or locality which provides momentum and long-term trust which is shared within the organisation and used to inform other aspects of its business
- Principles of effective community engagement and participation and service co-design [important these aren't just words, requires cultural shift across sector away from benevolent professional paternalism to recognition that local individuals and communities provide value through their understanding of the bespoke circumstances within any given community.]
- An integrated and sustainable approach to service delivery, which ensures that services are delivered in the interests of place and local people first and foremost and which works towards reducing demand in the future.

Some open questions:

Should the Community Strategy define our approach to "Place"? – ie should it define an approach to pooled budgets across Statutory bodies? Should we be looking at participatory budgets? Would this involve formal governance structures?

Is this strategy the place to explore devolved decision-making (ie planning decisions made by Town / Parish Councils)?

To what extent should we expect the strategy to be 'jointly owned' by statutory partners? Or should it be more about articulating how we can help join the dots?

If we are looking for communities to play a more significant role in the design, commissioning and delivery of public services are Town and Parish Councils well-placed to facilitate this? This would provide a geographic basis for those conversations but what role for communities of interest?

Should the Strategy articulate the approach to all engagement activities across all District Council functions (ie service consultations)? What is its relationship to other policies and approaches, for example the Planning-related 'Statement of Community Involvement'? Should it seek to 'trespass' upon statutory requirements such as publication of committee reports?

Some organisations work directly with vulnerable individuals. In terms of building capacity and supporting the vulnerable, is the Councils role to work directly with identified individuals or to support voluntary sector organisations who will directly support the individual?

Demand for support will inevitably be greater than the capacity available. How will the strategy enable Officers to make judgements about what will – and importantly will not – be supported?

How can the strategy help achieve the right balance between 'subject specialisms' and community development support for localities? Or are those operational questions that come after the strategy?

Version 3
31/10/18

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Agenda Item 15

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