

COUNCIL

Please ask for: Val Last
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DATE Thursday 28 July 2016

PLACE Council Chamber, Council
Offices, High Street, Needham
Market

TIME 5:30pm

20 July 2016

NOTES:

- i) Tea /coffee will be available for Members in the Council Chamber at 5:00 pm.
- ii) The Council Chamber is situated on the first floor. There is access via a lift as an alternative to stairs.
- iii) The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends the meeting and wishes to be filmed should advise the Committee Clerk.

A G E N D A

1. Apologies for absence
2. To receive any declarations of pecuniary or non-pecuniary interests by Members
3. Minutes of the 29 June 2016 meeting

Report C/52/16

Pages 5 to 14

4. Chairman's announcements

Report C/53/16

Page 15

5. Public Participation Session

Members of the public are able to ask a question or make a statement during this item – please refer to the 'Guide to the Procedure' – copy available on request

Prior written notice of the intention to speak must be given to the Monitoring Officer by no later than 5:00 pm on Monday 25 July 2016 (two clear working days before the meeting).

6. Questions from the Public

The Chairmen of Committees to answer any questions from the public of which notice has been given no later than midday two clear working days before the day of the meeting in accordance with Council Procedure Rule 15

7. Questions from Members

The Chairman of the Council, the Chairman of Committees and Subcommittees to answer any questions on any matters in relation to which the Council has powers or duties which affect the District and which fall within the terms of reference of the Committee of which due notice has been given in accordance with Council Procedure Rule 16

8. To receive notification of petitions in accordance with the Council's Petition Procedure

In accordance with Council Procedure Rule 14, the Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.

9. Presentation by the Local Government Boundary Commission for England

Richard Buck, Review Manager for the Local Government Boundary Commission for England will provide a short presentation outlining the context for an Electoral Review along with a detailed explanation of the statutory process and indicative timeline for a review. This will be followed by a question and answer session.

10. Electoral Review for Mid Suffolk District Council

Report C/54/16

Pages 16 to 21

11. Designation of Head of Paid Service

Report C/55/16

Pages 22 to 24

12. Appointment of Members to Joint Groups Outside Local Government Act 1972

Report C/56/16

Pages 25 to 29

13. To receive reports from the Leader of the Council and appropriate Executive Committee Members with Portfolios on issues arising since the last Council meeting. The Leader and Portfolio Holders will be prepared to answer Members' questions.

Leader (and Assets and Investment Portfolio)

- (a) Councillor Nick Gowrley
Report C/57/16 **To follow**

- (b) Executive Committee Forward Plan
Report C/58/16 **Pages 30 to 31**

Business Growth and Increased Productivity

- (c) Councillor Gerard Brewster
Report C/59/16 **Pages 32 to 33**

Environment Portfolio

- (d) Councillor David Burn
Report C/60/16 **Pages 34 to 36**

Community Capacity Building and Engagement Portfolio

- (e) Councillor Julie Flatman
Report C/61/16 **Pages 37 to 39**

Enabled and Efficient Organisation Portfolio / Finance Portfolio

- (f) Councillor Glen Horn / Councillor John Whitehead
Report C/62/16 **Page 40**

Housing Delivery Portfolio

- (g) Councillor John Levantis
Report C/63/16 **Page 41**

Joint Scrutiny Committee

- (h) Councillor Rachel Eburne – Joint Chair

There is no report to this meeting as the Joint Scrutiny Committee has not met since the Council meeting on 29 June

14. **Resolution to Exclude the Public**

Recommended Motion

That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 15 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraphs registered against the item:

Note: *Information is exempt only if:*

It falls within one of the 7 categories of exempt information in the Act and; In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information

15. Recommendation from Executive Committee (11 July 2016)

New Anglia 'Space to Innovate' Enterprise Zone – Progress Update June 2016 (Exempt information by virtue of Paragraph 3 of Part 1)

At its meeting on 11 July 2016, the Executive Committee accepted the recommendations contained in Report X/46/16 (attached)

Report X/46/16

Pages 42 to 80

Charlie Adan
Chief Executive
20 July 2016

MID SUFFOLK DISTRICT COUNCIL

Minutes of the Council meeting of the **MID SUFFOLK DISTRICT COUNCIL** held at the Council Offices, Needham Market on 29 June 2016 at 5:30pm.

PRESENT:

Councillors:	Roy Barker	Anne Killett
	Gerard Brewster	John Levantis
	David Burn	Sarah Mansel
	Rachel Eburne	Wendy Marchant
	Paul Ekpenyong	John Matthissen
	John Field	Lesley Mayes
	Charles Flatman	Suzie Morley
	Julie Flatman	Dave Muller
	Jessica Fleming	Mike Norris
	Elizabeth Gibson-Harries	Derek Osborne
	Nick Gowrley	Penny Otton
	Gary Green	Jane Storey
	Lavinia Hadingham	Andrew Stringer
	Derrick Haley	Keith Welham
	Matthew Hicks	Kevin Welsby
	Glen Horn	John Whitehead
	Barry Humphreys MBE	David Whybrow
	Esther Jewson	Jill Wilshaw
	Diana Kearsley	

In attendance:

Chief Executive
Deputy Chief Executive
Strategic Director (ME)
Interim Head of Democratic Services
Interim Assistant Director - Law and Governance and Monitoring Officer
Assistant Director (Corporate Resources)
Governance Support Officer (VL/KD)

Note: The Chairman explained the rules and procedures for the Council, members of the public and the press to record/film/photograph or broadcast the meeting when the public and press are not lawfully excluded.

The Chairman welcomed Councillor Anne Killett, newly elected Member for the Barking and Somersham Ward, to her first meeting of the Council.

A minute silence was held in memory of Jo Cox, MP for Batley and Spenningsheath Constituency.

CL39 PUBLIC PARTICIPATION SESSION

No requests had been received.

CL40 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors James Caston, Kathie Guthrie and Timothy Passmore.

CL41 DECLARATIONS OF INTEREST

None received.

CL42 MINUTES OF THE MEETING HELD ON 28 APRIL 2016

Report C/34/16

The minutes of the meeting held 28 April 2016 were confirmed as a correct record, subject to the following amendment to:

- Minute CL07- Page 7 – first paragraph, first sentence: “Councillor Derrick Haley addressed the *Council* and said that it had been a great privilege to be Leader of Mid Suffolk District Council.”

By a majority vote

RESOLUTION

That the minutes of the meeting held on 28 April 2016 be confirmed as a correct record

CL43 CHAIRMAN'S ANNOUNCEMENTS

Report C/35/16

The report was received.

It was noted that the Chairman description in the report was incorrect. Elizabeth Gibson-Harries is Chairman of Council.

The Leader of the Council addressed Members and spoke on the Mid Suffolk Armed Forces Day that took place on Saturday 25 June 2016. She advised Members that it had been a very well attended and successful day, and thanked Members and Staff for their hard work and efforts. Particular thanks went to Councillor Gerard Brewster, Sarah Carter, John Buckingham and Tammy Denny.

CL44 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION PROCEDURE

A petition had been received regarding the potential further expansion of the Aspall Cyder business at Aspall Hall and connected planning applications.

In accordance with the Petition Scheme the petition had been dealt with as a Consultation Petition lodged in response to invitations for representations in connection with planning application 1990/16 and an associated application 1991/16 for listed building consent.

Notification of the petition was received at Development Control Committee A on 22 June 2016.

The petition had been taken into account in the consideration of applications 1990/16 and 1991/16 by the authorised officer acting under delegated powers. Regard was had to the issues raised regarding the further expansion of the Aspalls Cyder business and the officers assessment detailed the evaluation of this and other considerations.

Officers would give consideration to the appropriate publicity and consultation to be undertaken in relation to future applications as Aspalls Cyder Ltd on a proportionate case by case basis.

CL45 RECOMMENDATIONS FROM COMMITTEE

(a) Joint Annual Treasury Management Report – 2015/16

Report C/36/16

Assistant Director – Corporate Resources

Report C/36/16 set out the information previously considered by the Joint Audit and Standards Committee in Report JAC82 on 20 June 2016.

Members questioned the Assistant Director – Corporate Resources on the impact of the results of the recent EU Referendum, in particular on the Country's credit rating, in relation to the Councils investments. She advised that daily updates and advice from Arlingclose (Independent Treasury Management Advisor) were being received, and there had been no immediate impact on the Council's status.

Councillor Rachel Eburne asked if the matter of the potential impact from the EU Referendum and potential General Election in October or November could be considered at a Joint Audit and Standards Committee.

By a unanimous vote

RESOLUTION

That the Treasury Management activity for the year 2015/16 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2015/16.

CL46 QUESTIONS FROM THE PUBLIC

There were no questions from the public.

CL47 QUESTIONS FROM MEMBERS

The following question was received from Councillor Penny Otton, in accordance with Council Procedure Rule No 16 and with prior due notice given:

“The contract awarded by Suffolk County Council to the Bury St Edmunds Volunteer Centre, to provide community transport for the Mid Suffolk area includes that they will not accept the National Bus Pass.

This is at odds with Mid Suffolk's policy on equality and the following strategic priorities;

Community Capacity Building and Engagement, Continued Support for Health and Well Being, Further Develop Local Economy and Market Towns to Thrive.

At the Mid Suffolk Budget Meeting, the Administration voted down my amendment to use Transformation Funds to support community transport.

Will you make EFFORTS TO GET Suffolk County Council to amend this contract and if that is not possible, provide financial support to rectify this ridiculous situation?"

Councillor Nick Gowrley provided a response to Councillor Otton's question, as follows:

"I have asked Officers to explore the likely impact of the changes on our local communities and to assess whether Mid Suffolk District Council could or should intervene to provide support. I am grateful for the question and will get back to Councillor Otton, when I have the advice from Officers."

CL48 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES AND JOINT COMMITTEES

Report C/37/16

Interim Head of Democratic Services

In accordance with the provisions of the Local Government and Housing Act 1989, the Council at its meeting on 28 April 2016 agreed to the sizes and numerical allocation of seats to the various groups and to the composition of Committees. Following the by-election for the Barking and Somersham Ward on Thursday 2 June it had been necessary to revise the composition of the Committees and Joint Committees.

Councillor Penny Otton advised that Councillor John Field was to be removed from Joint Scrutiny and Mid Suffolk Scrutiny Committees and would be replaced by Councillor Wendy Marchant.

By a unanimous vote

RESOLUTION 1

That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to the report

RESOLUTION 2

That Committee seats be allocated as set out in Appendix 2 to the report, with the amendment that Councillor John Field be removed from Mid Suffolk Scrutiny and Joint Scrutiny Committees and replaced by Councillor Wendy Marchant.

CL49 APPOINTMENT OF MEMBERS TO JOINT GROUPS OUTSIDE LOCAL GOVERNMENT ACT 1972

The Interim Head of Democratic Services advised Members that there was a discrepancy within the calculations in the report, based on this she advised that she would withdraw the report, make the required corrections and bring the report back to Council in July.

CL50 DEVOLUTION FOR NORFOLK AND SUFFOLK**Report C/39/16****Chief Executive**

Prior to the introduction of the report, the Chairman of the Council advised Members that she had received advice regarding amendments to this report, as follows:

“All authorities in Norfolk and Suffolk have now published their reports, and all Council meetings are taking place this week.

The short window available for Council meetings, which had to take place after the EU Referendum and before the public consultation deadline of 4 July, means that it will not be possible to make individual amendments to the Deal Document of the Scheme (other than minor amendments of a typographical or correcting nature) at the Council meetings.

That is not to rule out other amendments to the Recommendations which will be considered in line with our Constitution.”

The report set out Norfolk and Suffolk’s ambition for and approach to devolution based on the East Anglia Devolution Deal announced by the Chancellor in the Budget on 16 March 2016. It built on Government’s commitment to enhance local autonomy through devolution, reflected in the *Cities and Local Government Devolution Act*.

It also provided a unique opportunity to access funding for the two counties, now and in the future, in an era of diminishing core funding for local authorities. Those areas entering into Devolution Agreements were being given further opportunities to secure funds for economic growth, e.g. Greater Manchester, who were on their fourth Devolution Agreement with Government.

In light of the opportunity outlined above, this report asked Full Council to endorse the Norfolk and Suffolk Devolution Agreement (Appendix A), support the Governance Review (Appendix B) and agree to publish a Scheme of Governance (Appendix C) for public consultation.

Councillor Nick Gowrley made Members aware that paragraph 12 of Appendix A, page 74, was no longer valid due to the recent EU Referendum result, and as such a corrective change would be made to remove this. He urged Members to seize the opportunity to approve the Recommendations in order that the Devolution Deal for Norfolk and Suffolk could be further progressed.

Members debated the report at length and while they agreed in principle, there was some concern that not enough detail had been provided at this stage, and that public consultation had been inadequate. Some Members felt that Devolution seemed to add a further, unnecessary level of Local Government, and was

focused more on growth, than health, wellbeing and the environment. Other Members felt that Devolution would allow for greater decision making powers for Local Authorities and allow the economy of Suffolk and Norfolk to grow.

Members praised all Officers and Councillors for their efforts and hard work in producing this piece of work.

By 26 votes to 7 with 4 abstentions

RESOLUTION 1

That the Authority endorses the signing of the Norfolk and Suffolk Devolution Agreement by the Leader

RESOLUTION 2

That, on the basis of the Governance Review, and having regard to any impact on equalities explored in the Equalities Impact Assessment (EqIA) at Appendix D, the Authority concludes that the establishment of a Mayoral Combined Authority for Norfolk and Suffolk is the option which most fully permits the effective discharge of the functions that Government is prepared to devolve to this area

RESOLUTION 3

That the Authority endorses and supports the publication of the draft Scheme for a Norfolk and Suffolk Mayoral Combined Authority as at Appendix C to this report for consultation purposes, subject to such final revisions as may be approved by the Chief Executive in consultation with the Leader, and prior to the commencement of the formal consultation exercise. Such formal consultation, on the Scheme, to commence once all Norfolk and Suffolk Councils have considered the matters in this report and, in any event, no later than the 4 July 2016. In the event that a Constituent Authority named in the attached Scheme does not agree to endorse the Deal Agreement and/or the Scheme, the Authority authorises, through its Chief Executive, the relevant/any necessary changes to be made to the Deal Agreement, the Scheme and the Governance Review to reflect that Authority's non-participation.

CL51 CONSTITUTIONAL UPDATE – PHASE 1

Report C/40/16

**Interim Assistant Director Law and Governance
and Monitoring Officer**

The report provided the Council with an update on the progress being made with regard to updating the Council's Constitution, which also forms part of the on-going Strengthening Governance review.

The Interim Assistant Director Law and Governance and Monitoring Officer addressed Members and advised that the Constitution attached as Appendix A had been made website friendly and allowed for links to be placed in the document that would allow readers to quickly access related items, such as Protocols, Charters etc. It was noted that Group Leaders had been asked to circulate the document with tracked changes and comments received had been incorporated into this draft.

She advised that the second phase of the Constitution Review would check for any duplications would will further align the Babergh District Council and Mid Suffolk District Council Constitutions.

Members asked the Interim Assistant Director Law and Governance and Monitoring Officer if she could check if 'Stop Now Notices' were still in use, she confirmed that she would look into this and advise outside the meeting. She further confirmed that the document would be quality checked for any typographical errors before it was placed in the public domain.

By a unanimous vote

RESOLUTION

That the Constitution attached at Appendix A to the report be adopted.

CL52 RECRUITMENT OF THE NEW JOINT CHIEF EXECUTIVE

Report C/41/16

Assistant Director (Corporate Resources)

The report outlined the process and timetable that was being used to recruit the new Joint Chief Executive and sought approval to set up a cross-party Task and Finish group to oversee the process and make recommendation to Council to appoint the successful candidate.

It was noted that the Recommendation should be for a Joint Task and Finish Group.

By a unanimous vote.

RESOLUTION

That a Joint Task and Finish group is established to work with officers to select and make recommendation to Council on the recruitment of a new Joint Chief Executive in accordance with the details set out in Appendix A

CL53 AMENDED PAY POLICY STATEMENT FOR 2016/17

Report C/42/16

Assistant Director (Corporate Resources)

The Pay Policy Statement for 2016/17 was approved by Council in February 2016. Amendments to this Policy were required in view of a change to the Chief Executive salary range, in advance of the recruitment of a new Joint Chief Executive, the introduction of a Deputy Chief Executive post and some other minor changes as outlined in paragraph 10.5.

Members debated the report and requested further information on pension contributions by the Council.

The Assistant Director – Corporate Resources advised that she would look into this and provide the requested information outside the meeting.

By a unanimous vote

RESOLUTION

That the amended Pay Policy Statement for 2016/17, as attached at Appendix A, is approved

CL54 CONSTITUTIONAL UPDATE REVIEW – PHASE 2

Report C/43/16

**Interim Assistant Director of Law and Governance
and Monitoring Officer**

The report provided the Council with an update on progress being made with regard to updating the Council's Constitution, which also formed part of the on-going Strengthening Governance review.

The Interim Assistant Director of Law and Governance and Monitoring Officer advised Members that the report was to seek delegation to make draft changes to the Constitution, as agreed with the Joint Task and Finish Group. The amended version would then be brought back to Council for Members to approve.

By 36 votes with 1 abstention

RESOLUTION 1

That the Constitution be updated as set out in this report and the changes to be carried out be delegated to the Monitoring Officer

RESOLUTION 2

That on completion of the proposed changes the Monitoring Officer to report back to Council with a revised Constitution for further approval

CL55 LEADER (AND ASSETS AND INVESTMENTS PORTFOLIO)

Report C/44/16

Councillor Nick Gowrley

The report was received.

Members requested information regarding how many families were on the Housing Register. Councillor Nick Gowrley said he would investigate this and advise outside of the meeting.

CL56 EXECUTIVE COMMITTEE FORWARD PLAN

Report C/45/16

The report was received.

Councillor Paul Ekpenyong asked that when investing in property the Council ensure that those providing the housing are aware that a communication utility was required.

CL57 BUSINESS GROWTH AND INCREASED PRODUCTIVITY PORTFOLIO

Report C/46/16

Councillor Gerard Brewster

The report was received.

Councillor Andrew Stringer asked if there had been any progress with regard to the Morrisons, Stowmarket site and whether the Council could consider a Business Rates 'holiday' to encourage businesses. Councillor Brewster replied that this could be considered in the future.

Councillor Penny Otton asked if the Council could acknowledge applications when received. Councillor Brewster replied that this would be done but there would be a delay in considering whether sites were strategically placed and acceptable.

Note: Amendment to paragraph 3; should be July and not June.

CL58 ENVIRONMENT PORTFOLIO

Report C/47/16

Councillor David Burn

The report was received.

Councillor Wendy Marchant expressed concern that the Environment Programme Steering Board had not met for some time.

Councillor Nick Gowrley advised that Programme Steering Boards were being examined under the Governance Review and a report with this detail would be brought to Council.

CL59 COMMUNITY CAPACITY BUILDING AND ENGAGEMENT PORTFOLIO

Report C/48/16

Councillor Julie Flatman

The report was received.

Councillors expressed their concern on the following matters:

- Not all residents had received leaflets regarding the Community Engagement Campaign.
- Invitations to Crucial Crew had arrived at short notice.

Councillor Julie Flatman advised that she would look into this and report outside the meeting.

Councillor Keith Welham asked that leaflets be delivered to residents of Stowupland before the consultation event to be held in three weeks' time. Councillor Julie Flatman confirmed she would raise this with Officers to ensure leaflets were delivered.

CL60 ENABLED AND EFFICIENT ORGANISATION / FINANCE PORTFOLIO

Report C/49/16

Councillor Glen Horn / Councillor John Whitehead

The report was received.

CL61 HOUSING DEVELOPMENT PORTFOLIO

Report C/50/16

Councillor John Levantis

The report was received.

CL61 JOINT SCRUTINY COMMITTEE

Report C/51/16

Councillor Rachel Eburne (Joint Chair)

The report was received.

.....
Chairman

Agenda Item 4

C/53/16

Mid Suffolk District Council was represented at the following events by
Councillor Elizabeth Gibson-Harries, Chairman of Council
30 June 2016 – 23 July 2016

Thursday 30 June	High Sheriff of Suffolk – Evening with Aldeburgh Music, Snape Maltings
Sunday 3 July	St Edmundsbury's Mayor's Civic Service, St Edmunds Catholic Church, Bury St Edmunds
Tuesday 5 July	Home Start Coffee Morning
Thursday 7 July	Service for Re-Opening of St Andrew's Church, Redlingfield
Friday 15 July	Ipswich 'Mayor's at Home', Suffolk New College, Ipswich
Saturday 23 July	Mid Suffolk Light Railway and Afternoon Tea, Brockford Station, Wetheringsett

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MID SUFFOLK DISTRICT COUNCIL

From: Chief Executive	Report Number: C/54/16
To: Council	Date of meeting: 28 July 2016

ELECTORAL REVIEW FOR MID SUFFOLK DISTRICT COUNCIL

1. Purpose of Report

- 1.1 The Local Government Boundary Commission for England (LGBCE) will be carrying out an electoral review of Mid Suffolk District Council, which will seek to deliver electoral equality for voters in local government elections. The aim of the review will be to recommend ward boundaries which mean that each councillor represents approximately the same number of electors.
- 1.2 At present some councillors represent more electors than other elected members elsewhere in the district; this has triggered an intervention review which will be undertaken by the LGBCE following a statutory procedure with a target date of December 2017 for laying an electoral order.
- 1.3 The report provides a summary of the key stages of the electoral review and an indicative timetable (Appendix 1).
- 1.4 At the Council meeting on 28 July 2016 the Local Government Boundary Commission for England will provide a detailed explanation of the context for an Electoral Review and the statutory process undertaken including the role of Councillors. There will also be the opportunity to ask questions and seek clarification on key aspects of the review.
- 1.5 Babergh District Council on 26 July 2016 will be considering the rationale for and opportunities offered by carrying out an Electoral Review alongside Mid Suffolk District Council at this time.

2. Recommendation

- 2.1 That Council note and endorse the content of the report and the indicative timetable for the Electoral Review for Mid Suffolk District Council (Appendix 1).

3. Financial Implications

- 3.1 These are no direct costs to the council in relation to the work of LGBCE in carrying out this review, as all Electoral Reviews and the work of the LGBCE is funded through the Consolidated Fund. At this stage it is envisaged that the project can be resourced by the council without additional cost, however this may depend on the nature of data requirements and level of scenario planning required.

4. Legal Implications

- 4.1 The LGBCE will conduct the review working to the relevant provisions of the Local Democracy, Economic Development and Construction Act 2009.

5. Risk Management

- 5.1 This report is closely linked with a number of the Council's Significant Business Risks. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Mid Suffolk Communities are not engaged with the review	Unlikely	Bad	Developing an effective engagement and consultation programme alongside the review process
The review does not deliver Electoral Equality or an effective governance model for the council	Unlikely	Bad	The LGBCE are very experienced in carrying out a very robust review process to deliver the outcomes of electoral equality and effective governance models for Councils
Councillors are not provided with timely information and opportunities to contribute to the process	Unlikely	Bad	Developing an effective Communications and Engagement plan to ensure Councillors are provided with timely updates on all aspects of the review and have the opportunities to engage in developing the councils responses to the LGBCE

6. Consultations

- 6.1 With Council Leaders and Deputy Leaders for Babergh and Mid Suffolk District Councils and the Local Government Boundary Commission for England.

7. Equality Analysis

- 7.1 An equality analysis has not been completed because there is no action to be taken on service delivery as a result of this report.

8. Shared Service / Partnership Implications

- 8.1 Both authorities continue to work closely together with particular attention given to effective governance and robust decision making processes. It is recommended that the reviews are carried out separately for each sovereign council however in tandem recognising the unique nature of the shared services model.

9. Links to Joint Strategic Plan

- 9.1 Ensuring that the Councils make best use of their resources is what underpins the ability to achieve the priorities set out in the Joint Strategic Plan. This review will aim to align the Officer and Councillor resources to achieve the best outcomes for our communities.

10. Key Information

Oversight of the Electoral Review process

- 10.1 It is proposed that the Strengthening Governance Group be tasked with providing regular oversight of the Electoral Review process as the group consists of Group Leaders and other relevant members. The current membership of this group is as follows, Councillors:
- Nick Gowrley
 - Andrew Stringer
 - Penny Otton
 - John Levantis
 - Derek Haley

Electoral Reviews

- 10.2 Mid Suffolk District Council last carried out an Electoral Review in June 2001. Since that time the pattern of settlement development and population growth has changed the overall electoral equality across the district.
- 10.3 The Local Government Boundary Commission for England (LGBCE) was established by Parliament with the objective of providing electoral arrangements for English principal local authorities that are fair and deliver electoral equality of votes.
- 10.4 An Electoral Review is a review of the electoral arrangements for principal local Councils (in this case District Councils).The review will consider the number of councillors along with the names ,number and boundaries of wards and the number of councillors to be elected to each ward.

Electoral Review procedure

- 10.5 The Electoral review procedure undertaken by LGBCE is based on adherence to certain rules contained in primary legislation and the Commissions guidance and procedures based on experience in conducting reviews over of significant time.
- 10.6 The review procedure for requested and intervention reviews is very similar consisting a range of statutory steps culminating in the Commission drafting a statutory instrument which will implement the new electoral arrangements which will then be used as the basis for future council elections.

- 10.7 In determining council size the LGBCE will be considering the key elements of how the council functions, including the nature of our interaction with communities and the role of the local councillor as an advocate and representative for the area. The developing community leadership role will also be a significant factor along with the nature of the council's governance architecture and decision making processes.
- 10.8 The key stages of the Electoral Review process are outlined below with an indicative timetable for the review at Appendix 1:

Stages for electoral reviews

Preliminary period –
Initial informal dialogue between the Council and the Commission, gathering information, initial meetings with key stakeholders. Council develops a proposed model for Council size based on range of factors and community needs, followed by submission to the Commission.

Council size decision-
Commission analysis of submissions and “minded” decision on council size.

Formal review process

Consultation on future warding arrangements-
Commission publishes initial conclusions on council size, initial invitation to the council to submit warding proposals.

Development of draft recommendations-
Commission determines draft recommendations.

Consultation on draft recommendations –
Public consultation on draft recommendations.

Further consultation (if required)-
Usually only following significant changes to the recommendations.

Development of final recommendations-
Analysis of representations and development and publication of final recommendation.

Evidence based approach

- 10.9 A key element of the approach that the LGBCE will take in undertaking the Electoral Review is that that any recommendations will be based on a robust analysis of information and intelligence. The council will provide the Commission with a range of information on the current and projected electorate for each ward, parish and polling district (projections through to 2022).
- 10.10 In considering the size of the council the Commission will review information on council governance and scrutiny arrangements and the representational role of

councillors. However the key focus will be a fundamental review of the role of the Councillor in a 21st century council which may or may not result in reduction of number of councillors.

10.11 The legislation provides rules on the nature of and format for consultation on the overall process and individual elements of the review including the draft recommendations. Parish and Town councillors are seen as valuable consultees in the process and their active involvement is encouraged.

11. Appendices;

Title	Location
APPENDIX A - Indicative Timetable for the Electoral Review	Attached

Authorship:

Charlie Adan
Chief Executive

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Appendix 1 – Electoral Review Indicative Timetable Mid Suffolk District Council

Stage	Date
Local Government Boundary Commission for England (LGBCE) presentation to Full Council	26 July 2016
Preliminary Period – Including information gathering and developing council size proposals	Up to six months
Council size decision	5 weeks
Warding Patterns Consultation (LGBCE)	12 weeks
Development of Draft Recommendations	12 weeks
Draft Recommendations Consultation	8 weeks
Further consultation (if required)	Up to 5 Weeks
Development of final recommendations	12 weeks

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BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

From: Assistant Director – Corporate Resources	Report Number: C/55/16
To: Babergh Council Mid Suffolk Council	Date of meeting: 26 July 2016 28 July 2016

DESIGNATION OF THE HEAD OF PAID SERVICE ROLE

1. Purpose of Report

- 1.1 To designate an officer to be the acting Head of Paid Service for Babergh and Mid Suffolk District Councils for the intervening period before a permanent Joint Chief Executive is appointed.

2. Recommendations

- 2.1 That the candidate recommended by the Task and Finish Group for designation as the Acting Head of Paid Service for Babergh and Mid Suffolk District Councils be considered and approved to undertake the statutory role pending the appointment of a permanent Joint Chief Executive.
- 2.2 That the Monitoring Officer be given delegated authority to make any required changes to the Council's Constitution resulting from the resolution under recommendation 2.1 above.
- 2.3 That any designated Acting Head of Paid Service be approved as Proper Officer under S270(3) of the Local Government Act 1972.
- 2.4 That the Deputy Chief Executive be designated as the Returning Officer and Electoral Registration Officer.

3. Financial Implications

- 3.1 There will be financial implications dependent on the recommendation from the Task and Finish Group. These will be considered by the S151 Officer to ensure that they fall within the Council's 2016/17 approved budget and reported to the Council meeting.

4. Legal Implications

- 4.1 Section 4 of the Local Government and Housing Act 1989 provides that it is the duty of every relevant authority to designate one of their officers as the head of paid service and to provide that officer with such staff, accommodation and other resources as are, in their opinion sufficient to allow their duties under this section to be performed.
- 4.2 Section 7 of the Local Government and Housing Act 1989 provides that all appointments of officers are made on merit.

5. Risk Management

- 5.1 This report is not closely linked with the Council's Corporate / Significant Business Risk register. Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to appoint a Head of Paid Service to undertake the role	Highly Unlikely	Bad	Designate a Head of Paid Service
Failure to appoint a Returning Officer and Electoral Registration Officer	Highly Unlikely	Bad	Designate an Officer as the Returning Officer and Electoral Registration Officer. This need not be the Council's Head of Paid Service.

6. Consultations

- 6.1 Not applicable

7. Equality Analysis

- 7.1 Not applicable

8. Shared Service / Partnership Implications

- 8.1 The Head of Paid Service is a joint role across the two Councils.

9. Links to Joint Strategic Plan

- 9.1 The Head of Paid Service role ensures that the Councils have the right skills and capacity to deliver the Joint Strategic Plan.

10. Key Information

- 10.1 The current Joint Chief Executive will be leaving her position on 31 July 2016, having secured a new role. Babergh and Mid Suffolk District Councils are seeking to designate an Officer as the Councils' Acting Head of Paid Service. The Acting Head of Paid Service is intended to be in position pending the outcome of the permanent recruitment process which was reported to both Councils on 28 and 29 June 2016 respectively.
- 10.2 That report set out the timeline and process for the recruitment including the fact that a Task and Finish Group has been established comprising the six main group leaders across both Councils to recruit to the permanent post of Joint Chief Executive.

10.3 The timeline that was proposed has subsequently been revised following discussion with the appointed recruitment agency. The revised timetable shows appointment of a specialist recruitment agency in June 2016, candidate search during August and early September, drawing up a long list in September, a shortlist and overseeing the final elements of the process in October 2016 and making a recommendation to Council in October 2016 to appoint the successful candidate. The report to the respective Councils was silent on any interim arrangements to cover the statutory role of Head of Paid Service.

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MID SUFFOLK DISTRICT COUNCIL

From: Interim Head of Democratic Services	Report Number: C/56/16
To: Council	Date of meeting: 28 July 2016

APPOINTMENT OF MEMBERS TO JOINT GROUPS OUTSIDE LOCAL GOVERNMENT ACT 1972

1. Purpose of Report

- 1.1 At the meeting on 28 April 2016 the Council appointed Members to serve on the Council's Joint Bodies, which are not subject to Local Government Act 1972 rules.

2. Recommendations

- 2.1 That the political representative calculations for the bodies referred to in Paragraph 9.2 as contained in Appendix 1 be approved
- 2.2 That the membership of the groups as detailed in Appendix 2 be approved.

3. Financial Implications

- 3.1 None.

4. Legal Implications

- 4.1 The Local Government Act 1972 states that where a Local Authority is grouped for Committee composition purposes, the Authority is required to make arrangements to ensure that its Committees share the same political balance as the full Council.

5. Risk Management

- 5.1 This report is most closely linked with the Council's Corporate/Significant Business Risk No. 1 (Political and Managerial Leadership). Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Members not appointed and Groups unable to function	Low	Medium/ High	Members appointed to Outside Bodies to provide an Annual Report to the relevant Committee and to discuss key issues with their Group Leader on a regular basis.

6. Consultations

6.1 Consultations have been undertaken with the Group Leaders.

7. Equality Analysis

7.1 Good governance, democratic, sound and transparent decision-making should enable potential inequalities to become apparent and should therefore be more obviously addressed.

8. Implications for the Joint Strategic Plan

8.1 Good governance, democratic, sound and transparent decision-making will ensure that the Joint Strategic Plan is delivered in an optimum fashion.

9. Shared Service/Partnership Implications

9.1 The bodies identified in Appendix 2 attached, have been approved by both Mid Suffolk District Council and Babergh District Council at the respective Council meetings held in 2015.

10. Key Information

10.1 The Council meeting on the 25 March 2014 agreed to a revised Babergh and Mid Suffolk Committee Structure.

10.2 Included in this structure are the following bodies, which are not subject to the Local Government Act 1972 Committee rules:-

Name	Number
JMIB	5
Joint Housing Board	3 *
Joint Staff Consultation Committee	3
Joint Health and Safety Committee	<u>4</u>
	<u>15</u>

* Appointed for term of office.

10.3 The bodies referred to in 9.2 above fall outside the Local Government Act 1972 rules but there is general acceptance that the total amount of seats should be politically representative. The calculations for these seats are shown in Appendix 1 attached.

10.4 At the By Election for the Barking and Somersham ward held on 2 June 2016, Anne Killett was elected for the Green Party. Following the By Election there is a requirement for the Council to carry out a recalculation of the allocation of seats on joint groups.

11. Appendices

Title	Location
Appendix 1 – Calculations	Attached
Appendix 2 – Proposed Membership	Attached

12. Background Documents

12.1 None.

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OTHER JOINT GROUPS

MSDC JUNE 2016 CALCULATIONS				
TOTAL SEATS	PARTY	%	15 SEATS TO BE ALLOCATED	ROUND UP/DOWN
30	CONS / IND	75	11.25	11
6	GREEN	15	2,25	2
4	LIB DEM	10	1.5	2
40		100.00	15.00	15

* Rounded up as largest remainder

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Appointment of Members to Joint Groups Outside the Local Government Act 1972

Joint Member Integration Board (5)

Nick Gowrley
Glen Horn
John Whitehead
Andrew Stringer
Penny Otton

Joint Housing Board* (3)

Nick Gowrley
Lesley Mayes
Sarah Mansel

Joint Staff Consultation Committee (3)

Matthew Hicks
Derek Osborne
David Whybrow

Joint Health and Safety Committee (4)

Jessica Fleming
One seat Liberal Democrat
Barry Humphreys
Esther Jewson

Joint Gypsy and Traveller Steering Group (3)

Lavinia Hadingham
Kevin Welsby
Andrew Stringer

Shared Revenues Partnership Committee ** (2)

Derrick Haley
John Whitehead

Substitutes: Kathie Guthrie
Diana Kearsley

* **Appointed for term of office**

** **Also includes Ipswich Borough Council**

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Assets and Investments Portfolio Holders Report

Key Outcomes:



1. Property investment to generate income and regenerate local areas

Jones Lang Lascelle Ltd has been appointed to assist us with developing our Capital Investment Strategy, the Strategy will support our investment aspirations and provide the parameters, governance framework and delivery model for investment, ensuring that our investment meets the aims in our Medium Term Financial Strategy and delivers our Strategic Priorities.

Capital Investment Workshops for all Members will be held in early September.

We are not missing opportunities for investment in the meantime, our first investments in sites which will provide housing opportunities are underway.

2. Manage our corporate assets effectively

Work to review all of the Councils property assets is about to commence. An option appraisal will confirm an asset's performance, including costs and benefits and make recommendations for future options. This work will be woven into the Investment Strategy ensuring we make best use of our existing assets.

3. Manage our housing assets effectively

We are continuing to re-invest receipts from Right to Buy sales. We have purchased 17 new homes for families from our Housing Register. All of the new homes are rented at affordable rent levels.

The Homes and Communities Agency programme which will provide 38 new HRA homes is progressing. We have completed our first home in Thurston and the new tenants have moved in. The next homes scheduled for completion in September are in Barking and Bramford.

Councillor Nick Gowrley

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**EXECUTIVE COMMITTEE
FORWARD PLAN 2016/17**

5 September 2016

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer
General Fund, HRA and Capital Budget Monitoring – Quarter 1 2016/17	To understand whether the resources of the Council are aimed at and delivering the strategic priorities	Finance / Corporate Manager (Financial Resources)
Delegation of Authority to Dispose of Housing Revenue Account Assets	To request that authority to dispose of HRA assets be delegated to Assistant Directors	Landlord Function / Assistant Director (Investment and Commercial Delivery)
Strategic Performance Outcome Reporting	To review and monitor the achievement of the strategic priorities through key performance measures	Enabled and Efficient Organisation / Corporate Manager (Business Improvement)

10 October 2016

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer

7 November 2016

Report Title	Purpose	Portfolio Holder / MSR /Lead Officer
General Fund, HRA and Capital Budget Monitoring – Quarter 2 2016/17	To understand whether the resources of the Council are aimed at and delivering the strategic priorities	Finance / Landlord Function / Corporate Manager (Financial Resources)
Sheltered Housing Review	To agree the proposals on the future of the Sheltered Housing Service	Landlord Function / Corporate Manager (Supported Housing)
Q2 Significant Risk Register	To approve the updated risk register	Enabled and Efficient Organisation / Corporate Manager (Internal Audit)

5 December 2016

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer
Wingfield Barns CIC	Update report	Finance / Community Activities / Assistant Director (Communities and Public Access)

9 January 2017

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer
Draft Budget 2017/18	To agree the setting and allocation of resources for 2017/18 in order to achieve the Council's strategic priorities	Finance / Corporate Manager (Financial Resources)

6 February 2017

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer
Budget 2017/18	To agree the setting and allocation of resources for 2017/18 in order to achieve the Council's strategic priorities	Finance / Corporate Manager (Financial Resources)
Treasury Management Strategy 2017/18	To agree the approach for 2017/18 that will complement the allocation of resources in the budget	Finance / Corporate Manager (Financial Resources)
General Fund, HRA and Capital Budget Monitoring – Quarter 3 2016/17	To understand whether the resources of the Council are aimed at and delivering the strategic priorities	Finance / Landlord Function / Corporate Manager (Financial Resources)

6 March 2017

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer

10 April 2017

Report Title	Purpose	Portfolio Holder / MSR / Lead Officer

Provisional dates:

Passivhaus Design for Affordable Homes (October 2016)
 Leasehold Management and Service Charge Review (February 2017)

Business Growth and Increased Productivity Portfolio Report

1. Enterprise Zone - Stowmarket Enterprise Park Site

Good progress is being made around the G14/Stowmarket Enterprise Zone/FEZ allocation. Discussions with New Anglia LEP are progressing well and agreement regarding the principles, funding, governance and operation of the enterprise zone are nearing conclusion, albeit the work involved between all partners and the local developers/landowners in delivering the site will remain ongoing. The LDO is still out to consultation and, further to comments made by SCC, will now be part of a phased approach to LDO delivery on the site.

2. Business Survey

The initial phase of our on-line business survey, towards growing our intelligence and awareness of our business, is due to finish by end-July 2016. This information will be multiple-use, and contribute towards our evidence-based policy development, account management trial and locality intelligence. The Council is carrying out activities to develop an up to date baseline of information, which will inform future trends/gaps and commissioning activity (e.g. ELNA Employment Lands Need Assessment phase 2 survey).

3. Tourism Roadmap

We are currently speaking to our TICs to increase our understanding of demand, value to local economy, developing attractions and offers – towards our stock-take review. This is one strand of the broader tourism strategy work underway, and a full mapping exercise of this activity (with key milestones and interdependencies) is currently in progress.

4. Event Support

The large public outdoor events that go on in Mid Suffolk are continuing to be well-supported by the multi-agency Safety Advisory Group as co-ordinated by the district licensing team. This supports successful, safe and popular events which contribute much to our tourism offer, celebration of our heritage and support of the local economy. The latest support has been on-site to help the Museum of East Anglian Life prepare for their upcoming Living History event.

5. Navigator Project

Ten secondary schools across Babergh and Mid Suffolk are now engaged with the project and feedback from them has been very positive. Two schools, Holbrook and Stradbroke have started pupil sessions prior to the end of this term with the rest commencing in the 2016 autumn term.

We have several large employers and National employability schemes engaged in the project already and on the 26 July are meeting to discuss business engagement to the project for local employers. The formal launch event for this will be the 19 Sept with invitations coming out hopefully in the next few weeks. Clare Free will put a “hold the date” notification in the Portfolio Holder calendars but would be grateful for direction of anyone else that should be invited.

6. Call for Sites and Planning Performance

Important progress has been reached in development of the new Joint Local Plan with a further 'Call for Sites' having gone out this month. The call is for land which may be suitable for a range of uses. For housing, sites should be of at least a quarter hectare or capable of accommodating five or more dwellings, although for self-build sites there is no minimum size threshold, so small individual plots can be identified. There is however some caution about the suitability of sites in very rural locations. As promised at the June meeting offers of sites will be acknowledged on receipt prior to consideration of suitability as a matter of courtesy.

I understand Members interest in planning performance and would therefore encourage everyone to attend the Member Briefing on the 15 August when this subject will be on the agenda.

Gerard Brewster

Environment Portfolio Holder Report

1. The Consumer Environment

The **Suffolk Waste Partnership** (SWP) held a workshop on 15 July 2016 to discuss the future of waste services in Suffolk. The workshop was initiated from a 2015 report that went to the Suffolk Public Sector Leaders, who then asked the SWP to undertake a whole system review of waste services across the county.

The SWP Joint Municipal Waste Management Strategy, which has successfully supported the development of waste services in Suffolk and acted as a driver for continuous joint working between the eight Councils of Suffolk, is due to expire in 2020. The SWP has created a strategic opportunity to consider future waste service provision for the next 10-15 years, having established a co-terminus end-date for a number of key waste contracts in 2019.

The workshop considered a number of alternative service delivery options that had been identified through a process of investigating and evaluating what would constitute efficient, cost effective and compliant kerbside waste collection services, whilst also ensuring that Suffolk maintains its position as a top performing authority area.

SWP officers have also been working closely with the Waste and Resource Action Programme (WRAP). At the request of Defra Minister Rory Stewart, WRAP is currently undertaking a cross industry project to examine ways to bring greater consistency to household waste and recycling collections in England, working with local authorities, waste management contractors, recyclers, producers and the retail sector.

Further work will now be undertaken by the SWP to refine some of the options and provide more detailed figures. This work will be presented to the SWP in the autumn.

The winning entrant and 2nd prizewinner of our annual **Litter Awareness Poster Competition** both came from Claydon Primary School and 3rd place went to Stradbroke CEVC School. The competition is the culmination of school visits by one of our Public Realm officers to promote litter awareness at a receptive age. The competition was kindly sponsored by Tesco in Stowmarket, whose support is much appreciated. Their manager Andrew and community champion Amanda joined in the prize-giving at the school in Claydon on 14 July, which was also attended by Councillors Burn, Barker, Caston and Whitehead, and Public Realm officer Sarah Carter who organises this annual event. Part of the prize is for the winning poster to be reproduced on the side of one of our street cleansing vans, which was also on show at the school.

2. The Business Environment

One of the objectives of the **Open for Business** project is to fully incorporate the Regulators Code. This code is mandatory for Environmental Health and Licensing and places an emphasis on supporting business growth. The revised policy is intended to apply the Regulators Code across all the regulatory services the Councils provide.

The revised enforcement policy is now available for public consultation until the end of September and we are using appropriate databases of both businesses and individuals to try and get a good cross section of our communities to give us an opinion on the objectives and principles behind it as follows:

The objectives of the policy are to:

- Assist businesses and others in meeting their legal obligations without unnecessary expense
- Focus on prevention rather than cure
- Ensure that we enforce the law in a fair, equitable and consistent manner
- Take firm action when it is necessary and appropriate to do so.
- Carry out enforcement that is risk-based, consistent, proportionate and effective.

The policy sets out the principles that must be followed when making enforcement decisions, which are:

- Courtesy and helpfulness
- Openness
- Clear standards and practices
- Proportionality
- Consistency
- Training of staff

The policy for consultation and the link to the survey can be found on both Council websites.

On the Babergh website it is: <http://www.babergh.gov.uk/council-business/council-and-democracy/corporate-enforcement-statement-of-policy/>

On the Mid Suffolk website it is here: <http://www.midsuffolk.gov.uk/council-business/council-and-democracy/corporate-enforcement-statement-of-policy/>

3. The Modern Built Environment

Mid Suffolk and Babergh District Councils are working in partnership with Forest Heath District Council and St Edmundsbury District Council and have commissioned the Local Authority Building Control (LABC) to work with us to produce a business case and provide project management support to consolidate the building control services of the Councils and establish a Local Authority Trading Company through which the service will be delivered.

LABC is the umbrella organisation which represent and promotes all Local Authority Building Control services across England and Wales. They provide a wide range of support services including technical, legislative and management guidance, marketing and commercial business development support along with a bespoke consultancy service covering performance, productivity, structure, commercial development and transformation.

The objective is to develop a partnership working arrangement to create a sustainable and resilient building control service that can retain and increase market share of building control fee earning work. This will benefit in increased fee income, improved staff retention

and the creation of financial and time efficiencies through partnering. There is also the opportunity to develop add on services that make us attractive to external customers and create additional fee income.

The business case should be completed by October 2016.

4. Renewable Energy

Construction of the **East Anglia ONE** offshore wind farm, which received approval from the Secretary of State in 2014, will be starting shortly. This is a £2.5 billion investment and the turbines will be constructed by Siemens in Hull. Scottish Power Renewables is currently in discussion with officers over the discharge of the relevant requirements, including the proposals for a new substation at Bramford, which will be extensively landscaped. Once constructed the farm of 102 wind turbines will generate around 714MW.

An Examination into the **East Anglia THREE** offshore wind farm opened on 29 June. This project will provide for the generation of 1,200MW (about 170 turbines) utilising infrastructure constructed as part of the East Anglia ONE project. A further substation would be constructed at Bramford and officers are working with Scottish Power Renewables to minimise the impact of this aspect of the proposal.

Our Environmental Protection team is liaising closely with officers Nick Ward and Ben Elvin as we endeavour to ensure that appropriate controls will be put in place to mitigate potential environmental impacts associated with the substation developments, especially noise, dust and air quality.

David Burn

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Community Capacity Building and Engagement Portfolio Report

This has been a very busy period and will continue to be so over the course of the summer with many of the projects and activities which support the Strategic Plan moving forward.

1. Building a Sustainable Future engagement programme

We are in the final week of the ambitious 33 programme of events to engage our communities in the debate around sustainable growth. These events come to a close at the end of this week (W/C 18 July); during this final week we return to Mid Suffolk for community discussions within Stowupland, Debenham and Thurston. We intend to review and assimilate the outcomes and learning when the programme ends and this information will be then be shared with Members.

2. Suffolk Armed Forces Day for Mid Suffolk

The event took place on Saturday 25 June 2016 and was held at the Pikes Meadow site in Stowmarket. This was an extremely successful day, supporting the ambition of the Military Covenant commitment for Mid Suffolk District Council. The Event was undertaken in partnership across the Mid Suffolk Teams, with the Pikes Meadow Friends Group at the heart of the delivery and co-ordination and with terrific support from Councillors. The Working Group supporting the Event developed, planned and co-ordinated the work needed to undertake a high profile day. We have just received a letter of appreciation from the Lead Officer, Colonel Rae Leighton, in acknowledgement of the efforts, energies and co-ordination of the Event.

3. Suffolk Volunteering Strategy

At the Suffolk Show in early June the soft launch of the support of the **Mid Suffolk District Council with the Suffolk Volunteering Strategy** was undertaken. The two days were supported by Councillors and Officers and highlighted the importance and impact of people volunteering across our districts. The Council have been proactively involved in the Strategy, supported through the Health and Wellbeing Board, and are planning a range of activities to raise awareness of and highlight volunteering across our Teams for both Councillors and Staff.

4. Unity Housing Redevelopment

As part of the **Unity Housing redevelopment** taking place in Stowmarket, Haughley and Woolpit, Mid Suffolk District Council has worked with members of the local community to record recollections from residents past and present. Writer Dean Parkin was commissioned to collect memories and thoughts to create a unique book based around the concept of home. It celebrates the era of Unity Housing and the people who lived in them. These were built in the mid-1950s as a 'temporary' housing solution but stood for 60 years. Their demolition is allowing new rented houses to be built in their place. Dean's book **'Every Road Tells a Story'** was launched on Thursday 30 June at the Museum of East Anglian Life in Stowmarket. The Museum is holding a year-long exhibition of the project in Abbots Hall to share the stories from the Unity Housing community.

5. Connect update

The Connect model which co-locates social care and health practitioners together to provide an integrated service supported by the wider public sector in an integrated neighbourhood network will now start to be introduced across the Mid Suffolk area following the Sudbury early adoption. The roll-out plan for Connect has been agreed and is now being put into action. There will be a total of 13 Integrated Neighbourhood Teams established to provide co-ordinated and effective care for people in their locality. The Mid Suffolk area is covered by the following Integrated Neighbourhood Teams: Eye and Northwest, Stowmarket and Bury Rural (this includes Thurston). There is already an early success story in reducing duplication and improving efficiency of Occupational Therapy services in Eye.

6. Community Resilience

Officers from both the Communities and Housing (Supported Living) teams participated in a lively multi-agency workshop in Mildenhall to develop options for how we support better joined-up working between the council, health, social care and other local public service partners such as the police and voluntary and community sector across the West Suffolk CCG area. The outcomes from this “Think Big” workshop will inform the ongoing development of the 13 Integrated Neighbourhood Teams across Suffolk and a multi-agency community resilience team for Mid Suffolk and Babergh?

7. Transformation Challenge Award – Community Resilience

This element of the TCA programme will work towards the pooling of locality engagement resources across the Suffolk System. Initial planning has commenced on how this may be introduced in the Mid Suffolk and Babergh areas. A local model to bring together SCC Locality engagement staff, Elements of the Police SNT, CCG resources, CAS resources and District resources will be scoped over the summer.

8. Most Active County

We are currently supporting SCC with a **Most Active County** funded project on commissioning sport and physical activity for mental health and wellbeing outcomes. The project aims to strengthen the connections at a local level between professionals and volunteers/community groups involved in mental health (in the widest sense) and those involved in physical activity, so that more vulnerable, inactive people with mental health issues can be helped to find their way into more active lifestyles and less formal sources of support. Early delivery will focus on people transitioning from work into retirement in the Stowmarket and surrounding area. A progress update will be given at the Suffolk HWB Board on 21 July.

9. Suffolk 40 Project

Suffolk’s Fab 40 Adventures is a Suffolk version of the National Trust’s 50 Things to do before you’re 11¾ to support educational and health and wellbeing aspirations set out in Suffolk’s Nature Strategy. Public Health Suffolk fund the project, as part of the *Being Well in the Wild initiative*, and it has evolved to further encompass the objectives of getting younger and older generations outdoors and active to have positive mental and physical health benefits. Mid Suffolk will be supporting the launch of the Fab 40 project in August and we continue, through a range of activities, events and volunteering opportunities, to

support the *Being Well in the Wild* initiative which aims to reduce health inequalities through providing opportunities to access nature and the countryside.

10. Dementia update

As part of the Council's commitment to support those living with dementia and their families, officers are working with partners and communities to enable a network of Dementia Action Alliances across both districts. Current position and highlights as follows:

- Stowmarket is registered as a DAA alliance with the Alzheimer's Society.
- Eye and Needham Market also have constituted groups and are working towards registration.
- We are also working with a number of parishes to help them take forward their own DAA or link into one of the existing alliances in the market towns.
- We have held Dementia Friends Awareness raising sessions for Town and Parish Councils, Elected members and staff.
- As part of our commitment to Dementia Carers, we have partnered with our leisure operator, Everyone Active, to provide new opportunities for both carers and the cared for to participate in structured leisure and other positive activities.
- The Councils have also worked with Suffolk Family Carers to develop family carer sensitive employment policies and practices.

11. Tackling Isolation - Healthy Suffolk campaign - Loneliness.

We are supporting this Suffolk wide initiative by:

- Raising awareness of the campaign through our various community networks
- Funding and supporting two community based stakeholder events on loneliness and social isolation in Bildeston and Eye
- Continued support and funding for the Rural Coffee Caravan project which delivers information and friendship across Suffolk by befriending people and offering access to the information they need to empower them.

Julie Flatman
Diana Kearsley

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Enabled and Efficient Organisation / Finance Portfolio Report

1. Public Access Transformation

The work on the Public Access strategy, which encompasses the IT and Telephony strategy, the Accommodation Review and supporting work on service transformation is maturing. Its purpose is to develop and deliver a model that enables us to create cohesive, sustainable and empowered communities that can thrive and become more resilient, delivering the aims and objectives of the joint strategic plan. A key part of the strategy is enabling those who are able to self-serve to do so. Work has begun on a new joint transactional website to support that and we are starting to review our payments strategy and telephony arrangements.

2. 2017/18 Budget and Financial Sustainability

The high level plan of the budget process for 2017/18 has been discussed and agreed with the Administration and is available for councillors under the Joint Strategic Plan on the intranet. Work will now commence under each of the strands of activity within the plan as set out in the Medium Term Financial Strategy.

3. Digital by Design

The joint housing and planning system projects are progressing according to plan with the housing system due to go live in August/September and the planning system in November. At this point all our key service applications will be integrated giving us the consequent service efficiencies. Changes have also been made to how we send sensitive data and how we print documents, which gives us greater security over our information handling.

4. Strengthening Governance

An Electoral Review has been triggered as a result of changes in the number of electors in wards within Mid Suffolk. A presentation from the Local Government Boundary Commission for England is on today's Council agenda. Significant progress has been made in terms of reviewing the constitution. Phase I in terms of housekeeping changes is complete and Phase II looking at roles, protocols, committee functions and the decision making framework is underway. Work is underway to implement a new IT system (Modern.gov), which will modernise our approach to committees, decision-making and transparency of the whole process.

Glen Horn – Enabled and Efficient Portfolio Holder

John Whitehead – Finance Portfolio Holder

Suzie Morley – Public Access Member with Special Responsibility

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Housing Delivery Portfolio Report

1. Affordable Homes

We have recently received the information for 2015/16 from the Homes and Communities Agency detailing the number of affordable homes that have been Grant funded/recycled Capital Grant funded within Babergh and Mid Suffolk Councils.

The numbers started in Babergh and Mid Suffolk being 35 and 85 respectively for affordable rent, plus 2 and 15 as shared ownership

The respective numbers completed being 21 in Babergh and 53 in Mid Suffolk, plus 2 and 3 as shared ownership.

The figures for Mid Suffolk show the amount of investment provided for the redevelopment of the Unity properties in Haughley, Stowmarket and Woolpit for tranches 1 and 2, with building work on-going at all three locations. The investment figures do not show the amount of funding from the HRA or private finance that have been accessed by the host RP but is a good indication of the commitment to funding new homes in both districts.

The total amount of HCA funding for 2015/16 was £826,698, and £4,079,386 in Babergh and Mid Suffolk respectively.

I'm sure you will agree that this is not an insignificant amount of money helping to provide much needed new homes and is a good news story.

2. Responsive Repairs

The creation of a new Babergh and Mid Suffolk Trades Team will go ahead following agreement by both Councils earlier this month. There is a great deal of work to be done to begin trading in April 2017 and the retention of Calvin Fisher, our Interim Repairs Manager, to see through the implementation and the recruitment of a new permanent Corporate Manager to run the Trades Team will be crucial to our success.

3. Housing Enforcers – Series Four

Colleagues from Tenant Services have agreed to participate in Series Four of Housing Enforcers. Filming is currently taking place with the production showcasing the work of housing professionals. This will be the third series Mid Suffolk has participated in and we will inform Members when the show is to be aired.

4. Tenant Scrutiny

The first tenant scrutiny report has now been published and discussed at this month's Joint Housing Board meeting. The review focused on the void process from a tenant's perspective. The outcome is an action plan to make improvements to processes and procedures. Housing Board representatives agreed to review the progress of the action plan after six months to ensure improvements are made that not only focus on time and money but provide an improved service to tenants.

5. Review of Older Persons Housing

The Joint Housing Board in July heard about proposals to consult tenants of sheltered housing about de-sheltering some schemes, changing the name of the service to Supported Living, developing a Community Visiting Service and making better use of our schemes as community hubs to tackle social isolation. Recommendations for the future of sheltered housing will be presented to Executive Committee in October.

John Levantis

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