

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Wednesday, 12 June 2019.

PRESENT:

Councillor: Suzie Morley (Chair)
Gerard Brewster (Vice-Chair)

Councillors: David Burn
Jessica Fleming
John Whitehead
Julie Flatman
Peter Gould

In attendance:

Councillor Rachel Eburne
Councillor John Field
Councillor Keith Welham

Chief Executive (AC)
Strategic Director (KN)
Assistant Director – Corporate Resources (KS)
Assistant Director – Housing (GF)
Assistant Director – Environment and Commercial (CC)
Assistant Director – Assets and Investments (EA)
Corporate Manager – Democratic Services (JR)
Corporate Manager – Finance (ME)
Corporate Manager – Internal Audit (JS)
Professional Lead HRA Accountant (TA)
Internal Audit and Risk Management Officer (CC)
Governance Support Officer (CP)

1 APOLOGIES FOR ABSENCE

There were no apologies received.

2 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest.

3 MCA/19/1 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 4 MARCH 2019

The minutes of the meeting held on 04 March 2019 were confirmed as a correct record.

4 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE

COUNCIL'S PETITION SCHEME

None received.

5 QUESTIONS BY COUNCILLORS

There were no questions received from Councillors.

6 MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES

There were no matters referred.

7 MCA/19/2 FORTHCOMING DECISIONS LIST

The Forthcoming Decisions List was noted. Clarification was provided by the Chief Executive that Cabinet are required to note the Forthcoming Decisions List and not approve it.

8 MCA/19/3 GENERAL FUND FINANCIAL OUTTURN 2018/19

The report was introduced by the Cabinet Member for Finance who provided Members with details of the major variances, and explained the reasons for the recommendations in the report. Councillor Whitehead commended the finance team on their hard work.

The recommendations in the report were moved by Councillor Whitehead and seconded by Councillor Brewster.

Councillor Eburne raised questions regarding business rates forecasting, and queried if there were plans for the balance of the Growth and Efficiency Funds, in particular if there are opportunities to put forward suggestions for projects.

Councillor Whitehead confirmed that the forecasting of business rates was an officer decision and was an objective for the coming year.

Councillor Whitehead explained that in previous years the Growth and Efficiency Fund projects had been financed jointly between Mid Suffolk and Babergh District Councils, however going forward these would now be mainly funded by Mid Suffolk. Councillor Morley confirmed that suggestions for projects could be put forward.

A question was raised by Councillor Field regarding the overspend on ICT costs. Councillor Morley responded by explaining that the costs relating to the Skype system were not previously included within the budgets and confirmed that a more detailed analysis is now being carried out.

By a unanimous vote

It was RESOLVED:-

- 1.1 That the 2018/19 financial outturn as set out in the report be noted.
- 1.2 That the following net transfers of £3.462m be noted;
 - a) Transfer to reserves of £363k being the net amount for the following specific earmarked reserves, referred to in section 5.8 and Appendix C of this report;
 - b) Of the remaining balance of the General Fund surplus £665k be transferred to the Growth and Efficiency Fund, £500k to the Commercial Development Risk reserve and £1.934m to the Business Rate Equalisation reserve, as referred to in section 2.1 (c).
- 1.3 That the General Fund carry-forward requests totalling £85k referred to in paragraph 5.9 of the report be approved.
- 1.4 That the total Capital carry-forward requests referred to in paragraph 5.17 of this report totalling £983k be approved.

Reason for Decision: To ensure that Members are kept informed of the outturn position for both General Fund Revenue and Capital and to approve the carry forward requests.

9 MCA/19/4 HOUSING REVENUE ACCOUNT FINANCIAL OUTTURN 2018/19

The Cabinet Member for Finance introduced report MCA/19/4 and moved the recommendations which were seconded by Councillor Flatman.

In response to questions raised by Councillor Field, the Assistant Director for Housing provided information and figures in relation to void properties and council home rental income.

By a unanimous vote

It was RESOLVED:-

- 1.1 That the 2018/19 financial outturn as set out in the report be noted.
- 1.2 That the transfer of £495k, being the HRA deficit for the year (£167k less than planned) per paragraph 5.5 of the report, from the Strategic Priorities Reserve be noted.
- 1.3 That the HRA Capital carry-forward requests referred to in paragraph 5.14 of the report totalling £675k be approved.

Reason for Decision: To ensure that Members are kept informed of the outturn position for both Housing Revenue and Capital and to approve the carry forward

requests.

10 MCA/19/5 QUARTER FOUR PERFORMANCE OUTCOME REPORTING

The Cabinet Member for Customers, Digital Transformation and Improvement introduced the report which was the final report for the 2018/19 financial year. Councillor Morley advised Members that benchmarking data would be introduced where possible in the coming year.

The recommendations in the report were moved by Councillor Morley and seconded by Councillor Flatman.

Councillor Field queried if there was a measure available for average number of days lost to sickness per member of staff. Councillor Morley confirmed that this information would be provided after the meeting.

By a unanimous vote

It was RESOLVED:-

That the performance report and the performance outcome information tabled at Appendices A to H of the report be agreed as reflecting Mid Suffolk District Council's performance for January – March 2019.

Reason for Decision: To provide assurance that the Council is meeting its performance objectives.

11 MCA/19/6 REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) - USE OF LEGISLATION AND UPDATED POLICY

The Cabinet Member for Customer, Digital Transformation and Improvement advised Members that the purpose of this report was to inform Members about issues relevant to the use of the Regulation of Investigatory Powers Act 2000 (RIPA) and detailed the relevant changes.

Councillor Morley moved the recommendations in the report which were seconded by Councillor Gould.

By a unanimous vote

It was RESOLVED:-

The refreshed Joint RIPA Policy and the changes in respect of officer roles be approved and the change in the judicial oversight in the United Kingdom be noted.

Reason for Decision: The Protection of Freedoms Act requires members to be advised about the use of powers under RIPA and to note the Councils' policy for the use of surveillance.

12 MCA/19/7 END OF YEAR RISK POSITION STATEMENT AND PROGRESS REPORT AND REVISIONS TO RISK MANAGEMENT STRATEGY

Report MCA/19/7 was introduced by the Cabinet Member for Customers, Digital Transformation and Improvement. Councillor Morley provided an overview to Members of the Risk Management process, explaining that the Councils' risk register was reviewed quarterly by the Senior Leadership Team. The register was reported to Cabinet half yearly for approval.

The recommendations were moved by Councillor Morley and seconded by Councillor Flatman.

Councillor Eburne raised concerns around the target periods for reduction of risks and commented that some of these appear to be rather short. Of particular concern were Community Capacity, Gateway 14, Council Reputation and Universal Credit. Responses to these queries were provided by Councillor Flatman, Councillor Brewster and the Chief Executive.

The Corporate Manager for Internal Audit advised Members that additional workshops have been planned for the Senior Leadership Teams in the coming weeks and the comments raised will be taken into account.

By a unanimous vote

It was RESOLVED:-

That the contents of the report, supported by Appendix A, B and C, be approved.

Reason for Decision: To provide assurances that risk management processes in place are robust and effective.

13 MCA/19/8 THURSTON NEIGHBOURHOOD PLAN

The Cabinet Member for Planning introduced the report and provided Members with an update on the progress of the Thurston Neighbourhood Plan. Councillor Burn commented that the plan recognises that Thurston was under continued development pressure.

The recommendations were moved by Councillor Burn and seconded by Councillor Flatman.

By a unanimous vote

It was RESOLVED:-

1.1 That Thurston Parish Council be requested to make the necessary modifications to their Neighbourhood Plan in accordance with the Examiner's recommendations.

1.2 That, subject to the satisfactory completion of the above (to be agreed by the Corporate Manager for Strategic Planning); the Neighbourhood Plan be advanced to a local referendum covering the parish of Thurston.

Reason for Decision: To enable the Council to meet its statutory obligations under Section 17A of the Neighbourhood Planning (General) Regulations 2012 (as amended) and to allow the Thurston Neighbourhood Plan to proceed to a local referendum.

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

By a unanimous vote

It was RESOLVED:-

That pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during these items, it was likely there would be the disclosure to them of exempt information as indicated against each item. The authors of the reports proposed to be considered in Part II of the agenda were satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

15 MCA/19/9 AWARD OF CONTRACT FOR AFFORDABLE HOUSING DEVELOPMENT SCHEME AT LAND KNOWN AS OLD ENGINE MEADOW, MENDLESHAM

The business of the meeting was concluded at 18:35pm.

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Chair (& date)