



AGENDA

COUNCIL MEETING

**THURSDAY, 26TH SEPTEMBER, 2019 –
5.30 PM**

Members of the Council are summoned to a meeting of the Mid Suffolk District Council at King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 26th September, 2019 at 5.30 pm.

A handwritten signature in black ink, appearing to read 'Arthur Charvonja'.

Arthur Charvonja
Chief Executive



MSDC COUNCIL	
DATE:	THURSDAY, 26 SEPTEMBER 2019 5.30 PM
VENUE:	KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

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**PART 1
MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT**

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In accordance with Council Procedure Rule 11, The Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.

7 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairs of Committees to answer any questions from the public of which notice has been given no later than midday three clear working days before the day of the meeting in accordance with Council Procedure Rule 12.

8 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

The Chairman of the Council, Chairs of Committees and Sub-Committees and Portfolio Holders to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District of which due notice has been given in accordance with Council Procedure Rule 13.

9 MC/19/20 OVERVIEW AND SCRUTINY COMMITTEE REPORT 19 - 22

Chair of Overview and Scrutiny Committee

10 TO RECEIVE REPORTS FROM CABINET MEMBERS 23 - 68

CMU1 – Leader and Cabinet Member for Assets and Investments
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CMU5 – Cabinet Member for Economic Growth
CMU6 – Cabinet Member for Environment
CMU7 – Cabinet Member for Finance
CMU8 – Cabinet Member for Housing
CMU9 – Cabinet Member for Planning

11 RECOMMENDATIONS FROM CABINET / COMMITTEES

a **JAC/19/4 ANNUAL TREASURY MANAGEMENT REPORT – 69 - 100
2018/19**

At its meeting on 29 July 2019, the Joint Audit and Standards Committee considered Paper JAC/19/4 Annual Treasury Management Report 2018/19 - attached.

The recommendations set out in the report were accepted.

It was RECOMMENDED TO COUNCIL:

- 1) **That the Treasury Management activity for the year 2018/19 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2018/19.**
- 2) **That it be noted that Mid Suffolk District Council treasury management activity for 2018/19 was in accordance with the approved Treasury Management Strategy, and that the Council has complied with all the Treasury Management Indicators for this period.**

Note – It is a requirement of the legislation that the Annual Treasury Management Report is submitted to the Full Council for noting.

12 **MC/19/21 MID SUFFOLK CIL REGULATION 62 MONITORING REPORT** 101 - 112

Cabinet Member for Planning

13 **MC/19/22 DRAFT TIMETABLE OF MEETINGS 2020/21** 113 - 116

Leader of the Council

14 **COUNCILLOR APPOINTMENTS**

15 **MOTION ON NOTICE**

To consider the Motion on Notice received from Councillor Amorowson:

Council has previously, in 2017, endorsed the Charter for Trees, Woods and People, promoted by the Woodland Trust. It is now time to put more of the Charter principles into action.

Introduction

- Trees and woodlands are fundamental to all living things on earth, and a key part of local green infrastructure.

- Trees remove carbon dioxide from the atmosphere and convert it to wood which may remain as a carbon store either as permanent woodland or through use in construction and other semi-permanent purposes. To increase tree cover would, along with other green policies, help the Council's target of becoming carbon neutral by 2030.
- Trees contribute to quality of life, being visually prominent in the landscape. They offer opportunities for recreation where public access to large scale planting is available, bringing leisure benefits such as den-building, and encourage dying crafts such as coppicing and hedge-laying. They also reduce particulate pollution in urban areas.
- Woodlands provide a range of benefits to physical and mental health and wellbeing and have been found to provide a safe space for more vulnerable groups within society.
- The value of trees to agriculture is increasingly being recognised, in reducing soil run-off, shading outdoor livestock, supporting beneficial species and other symbiotic relationships - a farming system known as agro-forestry.

Motion

1. Council pledges to increase the District's tree cover.
 - indirectly through landscaping conditions on planning permissions,
 - directly to strengthen and fill gaps in identified biodiversity corridors.
 - directly by investing in land purchase, targeting poor quality farmland where the open space survey for Joint Local Plan has shown there are deficiencies.
 - directly by allowing re-wilding of some areas, with the central idea that natural processes should be allowed to take their course

2. Officers will work with communities to identify opportunities for community woods and orchards, including via planning applications, the Neighbourhood Planning process and the Joint Local Plan land allocations. There is a particular emphasis in the Charter for Trees, Woods and People that everyone should have access to woodland, so we should be working to achieve that.
3. Council pledges to increase support to the network of Parish Tree Wardens, both through training and also material help with trees, stakes and guards.
4. In addition, Council asks Cabinet to investigate possibilities for a carbon offset scheme to fund afforestation, available alongside planning permissions to balance embodied emissions and offered more widely to other organisations.

Proposer: Councillor Oliver Amorowson
Secunder: Councillor Andy Mellen

Date and Time of next meeting

Please note that the next meeting is scheduled for Thursday, 24 October 2019 at 5.30 pm.

Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils Youtube page:
https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact Committee Services on: 01473 296472 or Email: Committees@baberghmidsuffolk.gov.uk

Introduction to Public Meetings

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

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

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4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK DISTRICT COUNCIL** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Thursday, 25 July 2019

PRESENT:

Councillor: Lavinia Hadingham (Chair)

Councillors:	Gerard Brewster	David Burn
	Terence Carter	James Caston
	Rachel Eburne	Paul Ekpenyong
	John Field	Julie Flatman
	Jessica Fleming	Dr Helen Geake
	Peter Gould	Kathie Guthrie
	Matthew Hicks	Barry Humphreys MBE
	Sarah Mansel	John Matthissen
	Andrew Mellen	Richard Meyer
	Suzie Morley	David Muller
	Penny Otton	Daniel Pratt
	Harry Richardson	Keith Scarff
	Andrew Stringer	Rowland Warboys
	Keith Welham	John Whitehead

In attendance:

Guest(s): Chris Haworth – Chair CIFCO Capital Ltd
Nigel Golder - Director- Strategic Asset Management, JLL (Advisers to CIFCO Capital Ltd)

Officers: Chief Executive (AC)
Strategic Director (KN)
Assistant Director - Assets and Investments (EA)
Assistant Director - Environment and Commercial Partnership (CC)
Corporate Manager - Business Improvement (KC)
Corporate Manager - Democratic Services (JR)
Acting Senior Governance Support Officer (HH)

Apologies:

Councillors: Oliver Amorowson
Mike Norris
Timothy Passmore
Stephen Phillips
Wendy Turner

2 DECLARATION OF INTERESTS BY COUNCILLORS

2.1 For Item 12 Report MC/19/16 Part 1 and Part 2 Councillors Brewster, Ekpenyong, Meyer and Gould declared local non-pecuniary interests as Directors of MSDC (Suffolk Holdings) Ltd.

3 MC/19/11 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 27 JUNE 2019

It was RESOLVED:

That subject to the following amendments, the Minutes of the meeting held on 27 June 2019 be confirmed and signed as a true record:

In paragraph 5 to be added: That Councillor Otton was surprised that hardly any Members had attended Chris Fry's leaving do after he had been working for the Council for over 29 years. Councillor Morley responded that she had been delayed and had telephoned Chris Fry and thanked him for his work.

Councillor Amorowson to be noted as attending.

Paragraph 11.5: The wording to be changed from 'school sites' to 'stalled sites'.

4 MC/19/12 CHAIRMAN'S ANNOUNCEMENTS

4.1 The Chair referred Members to Paper MC/19/12, which was noted.

5 MC/19/13 LEADER'S ANNOUNCEMENTS

5.1 Councillor Morley presented The Leader's Announcements, which was tabled:

Joint Local Plan Consultation

The Leader welcomed the start of the consultation on the Joint Local Plan on Monday 22nd July. The consultation would close on 30th September and Members were asked to encourage all residents to respond.

Five-Year Housing Land Supply Consultation

Consultation of the MSDC Housing Land Supply Position Statement started 19th July. The Council was consulting on a MSDC figure of 5.61 years which included a 20% buffer.

Active Schools Project

The Active Schools Project had been launched at Freeman Primary School in Stowupland and would be rolled out across a further 10 schools in Mid Suffolk over the next 3 years. This aimed to increase physical activity in Primary Schools and combat rising childhood obesity.

Summer Holiday Activities

Free swimming for all children (age 16 or under) between 25th July and 3rd September at Stowmarket Leisure Centre or Stradbroke Pool & Fitness Centre.

LGA Conference

The LGA Conference was attended by the Leader, Councillor Brewster and Councillor Field, as well as the Chief Executive and both Strategic Directors. Headlines were sent to all Councillors daily, and a briefing note was sent out on their return, which included links to all the sessions.

Cabinet Member Portfolio Reports

Cabinet Members would be bringing forward quarterly reports to Council, with the first one this term, coming in September. The leader had been looking at the timing of the reports so that they coincide with the publication of the Performance Monitoring reports

Elections Annual Canvass

The Elections Annual Canvass started on Friday 19th July. By Monday 22nd July the Council had received over 13,000 digital responses (15%).

Bin Rounds

Completion of the first week of changes to the bin rounds which affected 70% of residents in Mid Suffolk. In general, this had been very successful with just over 200 missed bins in the first week, out of over 40 thousand domestic bins. An extra crew had been made available over the 2 weeks in order to resolve any issues quickly.

High Street Funding

The Leader was very disappointed that nowhere in Suffolk had received any funding from the High Street Funding initiative. However, the leader restated the commitment to the recent Vision for Prosperity for Stowmarket, Eye and Needham Market.

- 5.2 Councillor Mansel enquired if all the Portfolios Holders reports would be coming to the same Council meeting and Councillor Morley responded that the presentation of all the Portfolios Holders reports would be to the Council meeting in September along with the Performance reports.
- 5.3 Councillor Eburne asked if Members in the future could have the Leader's report in advance and not as a tabled paper. She asked if Members would receive advice on how to use the figures provided for the Five-year Housing Land Supply.
- 5.4 Councillor Burn explained the figures would be used until the Consultation was completed and the certainty would depend on the responses. He would not as yet be able to provide a specific date when the 5.61 years would become a certainty.

- 5.5 Councillor Otton stated the she did not entirely agree that the new bin collection routes had been successful, as Members had received complaints regarding waste collection in the District. She urged this to be looked at on a regular basis. Councillor Morley responded that this was looked at every day, but that some bins were missed due to the bin collection teams learning the new routes. Once bins had been reported as missed collections, they would be collected within a few days. On a normal week only 50 bins a week were missed. The current collection rate was 75% out of 40,000 bins collected each week, which left around 200 missed bin collections. She thought this was still a success.
- 5.6 Councillor Stringer enquired how much the cost for the Northern Route Consultation was as the Council would be part of the funding for this project. Councillor Hicks responded that the consultation was funded by the Suffolk Public Sector Leaders fund.

6 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

- 6.1 None received.

7 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

- 7.1 None received.

8 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

- 8.1 Question 1

Councillor Matthissen to Councillor Fleming, Cabinet Member for Environment

How many public electric vehicle charging points had actually been installed in Mid Suffolk?

Response from Councillor Fleming, Cabinet Member for Environment

Mid Suffolk District Council had installed 1no 50kW Rapid EV charger at Needham Lakes under a Highways England grant – the only charger of this type on in the district. In addition to this there were an additional three publicly accessible charge points in Mid Suffolk according to current zap maps.

- 8.2 Councillor Matthissen enquired where the additional three electrical charging points would be situated, and Councillor Fleming responded she would provide an answer outside of the meeting but added that the electrical charging points could be located by satellite navigation.

9 MC/19/14 OVERVIEW AND SCRUTINY COMMITTEE REPORT

- 9.1 Councillor Welham referred to the tabled papers and provided a brief update.
- 9.2 Councillor Ekpenyong attended the last Overview and Scrutiny Committee meeting and asked this be added to the minutes for the Overview and Scrutiny Committee.
- 9.3 Councillor Geake enquired if the Housing Delivery Action Plan would be considered by the Scrutiny Committee and if staff resources would be part of the scrutiny process. Councillor Welham responded that the Overview and Scrutiny Committee would be considering a full report in January 2020 including staffing resources.
- 9.4 Councillor Otton enquired if a wild swimming area near to the lake in Needham would be considered as part of the Needham Lake Development.
- 9.5 Councillor Flatman, Cabinet Member for Environment responded that consideration of a wild swimming area could be possible if enough clean running water could be provided to maintain a clean pool. Though attention to health and safety issues would have to be considered.
- 9.6 Councillor Matthissen asked if the Overview and Scrutiny Committee would be considering the issues related to IT Services specifically for staff working at home and at the Touchdown Points. Councillor Welham would look at the work plan and evaluate if the Scrutiny Committee could add any value.
- 9.7 Councillor Warboys asked if the Scrutiny Committee would be considering the Five-year Housing Land Supply Development Test and Gypsy and Travellers sites.
- 9.8 Councillor Welham replied that the Five-Year Housing Supply Development Test report was being scrutinised at the next meeting. The Committee was considering Gypsy and Traveller's sites.
- 9.9 Councillor Morley informed Members that the Public Sector Steering Group were also reviewing Gypsy and Traveller's sites and advised Members to hold any review until a report on the topic was published.

10 UPDATE ON MSDC POLICE COMMUNITY SUPPORT OFFICERS

- 10.1 Inspector Shawne Wakeling began the update by informing Members that a presentation would be forwarded to Members after the meeting with details of the update.
- 10.2 He continued that two PCSOs had been appointed in January and March 2019 on a two-year fixed contract. The Officers worked opposite shifts to cover the district. They worked five days a week covering the core hours from 8:00am to 6:00pm with access to vehicles and bicycles.

- 10.3 There existed a referral process, and a form was available in the Members area on Connect, which Councillors could use. The referral would be logged, reviewed and if the referral was within the PCSOs duties, action would be taken, and the officers would report back. A reference list was available, but most referrals were related to parking issues.
- 10.4 The PCSOs had issued 25 advisory notices and had received 237 parking referrals, mostly for parking issues outside schools at certain hours and speeding issues. The PCSOs also produced intelligence reports, which had an impact the work being undertaken for County Lines and drug dealing.
- 10.5 The PCSOs worked in role appropriate, proactive tasks and were highly visible in the community and at local events. They visited regular community events such as 'meet-up' Mondays and responded to issues and incidents in the local schools. They also provided talks to students and children in schools in the District.
- 10.6 Councillor Humphreys thanked the Inspector for his and the PCSOs' services; they had made a difference in the community and in Stowmarket due to their visible and effective presence.
- 10.7 Councillor Fleming agreed and asked if the shift pattern would change to cover more evenings, especially in the summertime to deal with anti-social behaviour. Inspector Wakeling responded that currently the contract covered the hours previously mentioned, however future arrangements involved other PCSOs not just those funded but the Council.
- 10.8 Councillor Welham asked if Ward Members would be informed of referrals in the line with Parish Clerks. He also asked for a breakdown of urban and rural referrals, speeding referrals and if PCSOs could issue speeding tickets. In relation to issues with drug dealing, should Members still contact the police and not the PCSOs.
- 10.9 Inspector Wakeling asked that Members referred any drug related activities to the PCSOs. Officers could issue warning letters but not speeding tickets. Rural areas were covered by a rota, and villages and areas were delegated a day or half a day depending on need, whilst Stowmarket was covered by a week at a time.
- 10.10 Councillor Welham then enquired if parking tickets' arrangements would change, when civil enforcement was introduced.
- 10.11 Melanie Yolland, the Community Safety Professional Lead and Safeguarding Lead and Prevent Lead, clarified that the new regulations would come into force in October 2019, and the situation would be reviewed then. In relation to notification of Ward and District Councillors, this was extended in June to Town and Parish Councils Clerks, referrals to District Councillors had also begun and this would continue.

- 10.12 Councillor Richardson enquired if there would be an opportunity to meet the PCSOs and was informed that arrangements were underway.
- 10.13 Councillor Eburne directed her question to the Portfolio Holders and asked what performance measures had been established to measure success and when would the funding for the PCSOs be reviewed.
- 10.14 Councillor Flatman, Cabinet Member for Communities and Housing responded that performance measures were reviewed periodically and that statistics would be produced after the two-year period had ended.
- 10.15 Councillor Morley added that a performance metric to determine the impact would be made available on Connect and Melanie Yolland clarified that performance measures had been part of the set-up of the project.
- 10.16 In response to Councillor Matthissen's question regarding Blue Badge holders and traffic issues, Inspector Wakeling asked that this was put in a referral to the PCSOs.
- 10.17 Councillor Ekpenyong said that residents were concerned that there were not enough visible police in certain areas to deal with issues such as County Lines and asked what could be done about this. Inspector Wakeling explained that recent reduction in staff resources had been an issue but that this had now been resolved.
- 10.18 Many Members had expressed their thanks for the service of the police and the work conducted in the community by the PCSOs throughout this item.

11 MC/19/15 EQUALITY AND DIVERSITY POLICY

- 11.1 Councillor Morley, the Leader of the Council introduced report MC/19/15 – Equality and Diversity Policy. It demonstrated the Council's commitment to embed the Equality Act 2010, which includes a Public Sector Equality Duty for the right of individuals to be treated equally and fairly.
- 11.2 As a Council it had been agreed that using Equality Impact Assessments was the most effective way to demonstrate that 'due regard' was paid. These were completed alongside a screening process for the major decisions and identified that impacts of any proposed changes have been considered according to the protected characteristics.
- 11.3 This Equality and Diversity Policy was an overarching document that embedded best practice of equality and diversity and was supported by guidance and resource. This topic would continue to evolve, and Council was asked to recommend to Cabinet the approval of this Policy to demonstrate the Council's commitment to support and promote the diversity of communities in accordance with the Act.
- 11.4 Councillor Morley **PROPOSED** the recommendation, which was **SECONDED** by Councillor Humphreys.

- 11.5 Councillor Scarff informed that the Overview and Scrutiny Committee had recently reviewed staff welfare and absences, and it had become apparent that some Members would benefit from some training in Equality and Diversity.
- 11.6 Councillor Morley responded that Equality and Diversity training was mandatory for all Members.
- 11.7 Councillor Otton was surprised that the Council did not already have such a policy. As a member of the Suffolk County Council Equality Inclusion Board, she explained that there was a series of networks available to Members and staff, which meet in Endeavour House and she asked that the Council promote these so that Members and staff could benefit from these in the future.
- 11.8 Councillor Morley was happy to support and promote this.
- 11.9 Councillor Hicks referred to paragraphs 4.2 and 4.5 which covered staff and asked that Councillors were included in the policy as this was a joint enterprise. He did not think it necessary for the policy to return to Council after the update.
- 11.10 The recommendation was put to Members for the vote and was **CARRIED**.

It was RECOMMENDED TO CABINET:

That the Equality and Diversity Policy (Appendix A) be adopted.

13 COUNCILLOR APPOINTMENTS

Councillor Morley **PROPOSED** that Councillor Hadingham be appointed as a substitute to the Health and Wellbeing Board, which was **SECONDED** by Councillor Flatman.

It was RESOLVED: -

That Councillor Hadingham be appointed as a substitute to the Suffolk Health and Wellbeing Board.

14 MOTIONS ON NOTICE

14a MOTION ON NOTICE RECEIVED FROM COUNCILLOR MORLEY

- 14a.1 The Chair invited Councillor Fleming, Cabinet Member for the Environment to introduce the motion, as detailed in Item 14a on the Agenda.
- 14a.2 Councillor Fleming the Cabinet Member for the Environment **MOVED** the Motion as detailed in the Agenda.

- 14a.3 Councillor Fleming then provided background reasoning for the Motion before stating that a Declaration of Carbon Neutral action had been made by the Government and throughout the world. In the UK at least 85 local and regional authorities had made similar declarations. In June 2019, Suffolk County Council had declared an environmental emergency and brought a paper to Cabinet in July setting out a strategy on how to respond to the issue. The Motion was being brought to bring Mid Suffolk District Council into the framework of working together with Councillors and partners to coordinate environmental action to achieve progress in the region. The District Council would be setting up a taskforce with Babergh District Council to implement measures for achieving the goal of being carbon neutral by the year 2030; to be sustainable in line with the key UN Goal 13 and to support the Government's 25-year environmental plan. The Council would be working with partners to achieve this goal, by supporting economic growth to maintain a quality of life but change was necessary to enable economic development in a sustainable way. Responsibility for the Council's actions had to be taken and she would like the Council to lead on environmental change. This was her vision for Mid Suffolk, and she asked Members to support the motion.
- 14a.4 Councillor Morley **SECONDED** the Motion.
- 14a.5 Councillor Mellen referred to the recent record high temperatures and that climate change was now part of our daily lives. The Green Party welcomed the declaration of the Climate Emergency Motion but wondered what it actually meant. He believed that the solution was the policies and actions, which the Green party had been supporting for years. It was already known how to build carbon neutral homes, but courage was needed to set higher building standards. Reduction in vehicle emissions could be achieved by advocating the use of walking, cycling and the use of public transport instead of building more roads. Power could be provided by renewable energy, which was cheaper than nuclear energy. It was necessary to provide support for staff within the Council to develop sustainable green policies for communities and the environment. He felt that if Climate change were to be taken seriously then it had to be in the forefront of our minds when making the right decisions, as our communities required it and our children deserved it. The Green party welcomed the declaration but awaited to see how the Council would respond through the policies to support it.
- 14a.6 Councillor Field stated that the Liberal Democrats supported the Motion but agreed that this Motion required action, and he hoped this was not just words. He was slightly worried about the words 'spend to save' and trusted that this was to save the planet or carbon and not just to save money.
- 14a.7 Councillor Humphreys MBE stated that Climate Change was not coloured by any political colour but was for all political parties to support. This Motion was a step in the right direction, and he appreciated the word 'action' in the Motion. The Task Force would be set up to examine ways to help environmental improvements in Mid Suffolk District Council.

- 14a.8 Councillor Caston agreed that human activity had exacerbated Climate change, as a Conservative he wanted to conserve things in a better condition to be passed on to the next generations. In 2017 the lowest greenhouse emission had been recorded since 1984. He wanted the Council to lead the way in the prevention of climate change and he would like to be involved as much as possible to support this.
- 14a.9 Councillor Stringer supported the Motion in general but found that some of the wording was slightly challenging and he was concerned about the 'spend to save' wording. However, he would accept this to save the wider environment. He thought that caution had to be exercised when considering carbon reduction, as many of the manufacturing business had been offshored, which was not an actual overall reduction in carbon dioxide.
- 14a.10 Councillor Pratt questioned the development of the Ipswich Northern Road and how this fitted in with the Council's declaration of being carbon neutral.
- 14a.11 Councillor Morley advised Members that the Ipswich Northern Road was not an issue for discussion at this meeting as it was a matter for Suffolk County Council to decide.
- 14a.12 Councillor Eburne confirmed the Task Force to be set up in September. She asked for definite guidelines for targets, the length of time the Task Force was to operate and requested that regular reports on progress together with a timeframe for delivery of the Task Force be provided to Members.
- 14a.13 Councillor Fleming responded that a report would be delivered to Council in six months' time and she envisaged a cross party Task Force in cooperation with Babergh District Council. She was looking forward to sharing experiences and ideas with the Task Force which would provide the tools to make the change.
- 14a.14 Councillor Richardson explained, based on his experience working in the NHS, how general wellbeing in the communities was attributed to the amount of air pollution and related respirational conditions, and that the quality of life and the benefits to the population achieved by the Motion would make a difference to residents and which had not previously been discussed. He therefore welcomed the Motion.
- 14a.15 Councillor Warboys was relieved to see the Motion was coming forward, however he was concerned about the inclusion of the words 'spend to save' and in his consideration of the meaning of the words he felt it was not possible to put a value on improvements to environmental issues nor the benefits for the long term effects. He agreed with Councillor Richardson and he felt that to ensure the work conducted was for environmental benefits and not for economic reasons. He **PROPOSED** an **AMENDMENT** to the Motion that the words 'spend to save' be omitted from the Motion.
- 14a.16 Councillor Carter **SECONDED** the Amendment.

- 14a.17 The Chair asked if Councillor Fleming accepted the Amendment, which she declined.
- 14a.18 Members debated the Amendment as concerns were raised regarding the cost implications and whether this would have an impact on the environmental benefits intended to be achieved by the Motion.
- 14a.19 Councillor Fleming responded that financial investment must have some tangible benefit to the Council and the people of Mid Suffolk and there had to be a control on costs. Funds were not unlimited funds and the benefits therefore had to be both environmental and financial.
- 14a.20 Councillor Morley reminded Members that the Budget had been set for this year and that the Council had a fiscal responsibility to not exceed the set budget. The cross-party Task Force would consider quick wins for immediate effect to save the planet.
- 14a.21 Councillor Otton raised a point of order as she felt that procedurally the debate had lost its focus and asked that the Proposer and Seconder responded to the comments made by Members.
- 14a.22 Members continued to debate the benefits, which could be achieved by implementation of the Motion including social, environmental and health benefits in relation to the economic benefits. Some felt that the amendment would be counter-productive, others felt that the environmental emergency was too pressing and that generally Members knew what the Motion was trying to achieve.
- 14a.23 Councillor Warboys summed up the Amendment and the ambiguity of the words which had been debated. He understood that the Council had to be fiscal with its budget, but the implication of climate change was profound. He was afraid that the efforts to combat climate change could be at risk because it did not have an economic return.
- 14a.24 Councillor Fleming summed up and she felt that the Opposition was disingenuous if they thought that the Council would withhold a process that could improve the quality of life of its residents due to costs implications. However, she would not like to deviate from the wording, which had been proposed by Suffolk County Council and indeed across the Country because she felt that with this Motion, the Council could work together with other partners and implement action. She could not accept the proposed amendment.
- 14a.25 The Amendment was put to Members for voting and was **LOST**.
- 14a.26 The Chair then returned to the Substantive Motion.

14a.27 Councillor Geake referred to the National Planning Policy Framework in relation to the Joint Local Plan, which covered the period up to 2036. She enquired if the Plan would help to reduce greenhouse emissions and whether the Plan was carbon neutral. She also wanted to know, if all those who had commended the Motion would be responding to the Consultation on the Ipswich Northern Route and vote against it. The money could be spent to build foot and cycling paths, which she felt was the only way to become a green County.

14a.28 The Substantive Motion was put to Members for voting and was **CARRIED**.

It was RESOLVED:

That this Council pledges to:

1. **Declare a climate emergency.**
2. **Set up a Task Force, commencing by September 2019, to examine ways in which Babergh & Mid Suffolk Councils will respond to the climate change challenge on a spend to save basis, with the ambition to make Babergh & Mid Suffolk Councils carbon neutral by 2030.**
3. **To work with partners across the county and region, including the LEP and the Public Sector Leaders, towards the aspiration of making the county of Suffolk carbon neutral by 2030.**
4. **To work with Government to a) deliver its 25-year Environment Plan and b) increase the powers and resources available to local authorities in order to make the 2030 target easier to achieve.**

14b MOTION ON NOTICE RECEIVED FROM COUNCILLOR EBURNE

14b.1 The Chair invited Councillor Eburne to introduce the Motion under Item 14b.

14b.2 Councillor Eburne said that biodiversity was raised in many areas including Parish Councils, in Planning Committees and by the general public. The Council had a responsibility to residents, and she explained how biodiversity could be exercised on many levels. For example, leaving grass uncut in areas of Public Realm, leaving green corridors around new building sites and to consider this in planning and housing applications. This could not be achieved without resource and the motion included details on how this could be achieved. She **MOVED** the **MOTION**, as detailed in the Agenda which was **SECONDED** by Councillor Pratt.

14b.3 Councillor Pratt outlined the reasons for his support. The Council recognises the threat and the level of loss of biodiversity. The new Task Force would advise planning officers in the cooperation of green infrastructure and he described how this may be achieved and the benefits of such improvements. Members of the public had been forthcoming in supporting the improvement and services.

He asked Members to vote for the Motion to provide the Council with the support for implementing sustainability going forward and to put Suffolk on the map as UK's greenest county.

- 14b.4 Members debated the Motion and it was generally agreed that biodiversity was an important part in improving sustainability of the district. Some Members thought that efforts had already been made by the diverse methods of farming and the production of local food and drink. Others felt that care had to be exercised when deciding how to manage biodiversity.
- 14b.5 Councillor Eburne thanked Members for their support for the Motion and she hoped to see benefits quickly, not just for planning issues but across the district. An update would be provided to Council in six months' time.
- 14b.6 The Motion was put to Members for the vote and was **CARRIED UNANIMOUSLY**.

It was RESOLVED:

That Council recognises that the accelerating rate of species extinction is now a biodiversity emergency, an intrinsic element of the crisis of climate change. Species losses over the past century are 100 times higher than pre-human background rates.¹ These impacts will be severely compounded by climate change.²

This Council pledges that:

- 1. A task force reviews recognised and potential wildlife corridors in the District and brings forward proposals to enhance these corridors.**
- 2. Additional arboricultural and bio-diversity advisory resources are made available, as necessary, to:**
 - Support the task force**
 - Provide more input to support planning officers**
 - Strengthen the role of public realm team**
 - provide advice to parishes and other community landowners.**
- 3. Additional resources and biodiversity proposals during 19/20 would need to be funded from the Growth and Efficiency Fund and then considered in preparing the budget for future years.**

**12 MC/19/16 CAPITAL INVESTMENT FUND COMPANY (CIFCO CAPITAL LTD)
BUSINESS TRADING AND PERFORMANCE REPORT 2018/19 - PART 1**

- 12.1 Councillor Brewster introduced Paper MC/19/16 Capital Investment Fund Company (CIFCO) Business Trading and Performance Report 2018/19 and advised that the report compared the performance of CIFCO against the Key Performance Indicators (KPI) set out for the company. He summarised the main points in the report and the draft Business Plan for 2019/20, set out in the confidential part of the agenda as Appendix A. The Business Plan had been prepared by the Board of CIFCO in consultation with the Company's financial advisors Jones LaSalle. It had also been approved by the Council's Holding Company and endorsed by the Joint Overview and Scrutiny Committee and Babergh District Council on the 23 July 2019. The Business Plan formed an important part of the Governance of the Company.
- 12.2 Councillor Brewster **MOVED** recommendation 3.1 and 3.2, which was **SECONDED** by Councillor Meyer.
- 12.3 Councillor Mansel asked that Members voted separately on each recommendation, which the Chair agreed to.
- 12.4 Councillor Mansel asked for clarification for the business investment criteria on page 66 in paragraph 8, which had changed in the Business Plan from the one last year.
- 12.5 Emily Atack, Assistant Director for Assets and Investments responded that the business investment criteria had changed in relation to the target yield based on the experience on the previous year's market. The principles remained the same. Other changes related to the change in the kind of properties invested in by the Council. More investments were to be made in industrial and office properties due to the recent fluctuations in the retail property market.
- 12.6 Councillor Field asked for further explanation of the revaluation of the properties and the loss incurred to CIFCO.
- 12.7 The Assistant Director explained that the loss of £1.3M to CIFCO was a result of set-up costs, stamp duty and actual acquisition of properties. She detailed the relation between the management of the portfolios, acquisition of properties and the income to the Council.
- 12.8 In response to Councillor Field's further questions, the Assistant Director clarified that the £1.5M was an income to the Council after the loan interests had been paid. The loss to CIFCO was a capital loss and did not affect the income to the Council as the income from the rents were not affected.
- 12.9 Councillor Stringer stated in the current Business Plan higher risk investments were no longer included, which was confirmed by the Assistant Director for Assets and Investments.

She explained that the Board of CIFCO had made the decision to invest in lower risk assets, which had resulted in a lower yield in the property portfolio.

12.10 Councillor Otton referred to the Overview and Scrutiny Report and stated that the report indicated that the board of Directors were confident that there could be no drastic result of a 'no deal' Brexit and that once Brexit was attained, the commercial property market would not be affected. She was concerned that it was yet unknown what effect Brexit would have on the property market and on the Council's Investments.

12.11 Councillor Eburne enquired about the KPI in Section 5, which had not been completely met and if changes would be made to these. Also, she asked for clarification of Section 10.3 and the fees for CIFCO Capital investments and related increases.

12.12 The figures in paragraph 10.3 were an estimate of future fees, which were a percentage of the investments, so if the portfolio grew, the fees would increase. Section 12 of the Business Plan contained the updated KPI for 2019/20 proposed for the next financial year.

12.13 Councillor Brewster summed up the comments and the perceived loss, explaining that it was not a loss in rents, as these remained fixed and was still forthcoming.

12.14 Recommendation 3.1 was put to Members for voting and was **CARRIED**

It was RESOLVED:

That CIFCO Capital Ltd trading activity and performance for the year to end April 2019 be noted.

14.15 Recommendation 3.2 was put to Members for voting and was **CARRIED**

It was RESOLVED:

That the CIFCO Capital Ltd's 2019/20 Business Plan for adoption by CIFCO Capital Limited be approved.

15 RESOLUTION TO EXCLUDE THE PUBLIC

Members agreed that it was not necessary to proceed to a closed session on this item, as confidential issues did not need to be discussed.

16 CONFIDENTIAL APPENDIX A CIFCO CAPITAL LTD BUSINESS PLAN 2019/20 AND JOINT O&S CONFIDENTIAL MINUTE (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 3 OF PART 1)

There was no confidential minute for this part of the agenda.

The business of the meeting was concluded at 7.48 pm.

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Chair

Agenda Item 4

			MC/19/18	
MID SUFFOLK DISTRICT COUNCIL CHAIRMAN'S ANNOUNCEMENTS				
COUNCIL - 26 SEPTEMBER 2019				
EVENT	LOCATION	DATE	CHAIRMAN	VICE CHAIR
AUGUST 2019				
MSDC Chairman's Charity Afternoon	Wingfield Barns	31-Aug	✓	
SEPTEMBER 2019				
Mayor of Ipswich - Historic walk around Ipswich	Cornhill, Ipswich	22-Sep	✓	

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Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

TO: Council	REPORT NUMBER: MC/19/20
FROM: Chair of Overview and Scrutiny Committee	DATE OF MEETING: 26 September 2019

Joint Overview and Scrutiny Committee have met twice since my last report to Council.

On 18 July 2019 the following topics were considered:

JOINT COMPLIMENTS, COMMENTS AND COMPLAINTS POLICY

The Committee considered a report from the Corporate Manager for Customer Operations. The new system for dealing with compliments, comments and complaints was ready to be rolled out on 22 July by which time all officers dealing with complaints would have been trained in its operation. Members noted that there had been real improvements in the quality of stage 1 complaints responses and a marked reduction (34%) in the number of stage 2 complaints being upheld.

Members debated the details contained in the report and highlighted the need for monthly reports to be provided to the Senior Leadership Team.

It was RESOLVED:

That the Joint Compliments, Comments and Complaints Policy be endorsed by the Committee to commence in August;

To note that the complaints reports are submitted every month to the Senior Leadership Team.

DISABLED FACILITIES GRANT (DFG)

The committee considered a report from the Corporate Manager which set out steps being taken to provide much-needed adaptations to properties in Babergh and Mid Suffolk, and avoid an underspend of the budget for 2019/20. A way forward could be to make Minor Adaptions Grants up to a limit of £5000 and arrange for work to be carried out by Babergh and Mid Suffolk Building Services (BMBS). Discussions are taking place with other district councils in Suffolk to develop a future strategy regarding future commissioning once the current contract with Orbit Homes has ended.

Members of both councils could help by promoting the grants and providing information to residents.

It was RESOLVED that:

The contents of the report and appendices be noted and that Overview and Scrutiny Committee review progress on any remodelling of the DFG process within the next six months;

Members commend the work of the Manager for Housing Delivery (Heather Worton), her team and other parties involved for the work that was currently taking place and ongoing regarding Adaption Grants; and

Hard copies of resources be provided to Members to promote the grants and advice that were available to residents.

GYPHY AND TRAVELLER SITES IN THE DISTRICTS

Members debated whether or not to set up a Task and Finish Group to scrutinise the effectiveness of work to establish the need for permanent and temporary sites and provide sites to meet that need. It was pointed out that the Councils have appointed Members to a Joint Gypsy and Traveller Steering Group but that group had not yet met. The Committee concluded that if a Task and Finish Group were set up they could duplicate the work of the Steering Group.

It was RESOLVED that Members would revisit the need for a Task and Finish Group after the first meeting of the Joint Gypsy and Traveller Steering Group.

STAFF TURNOVER AND WELFARE

The Committee considered an Information Bulletin which set out statistics covering staff turnover and sickness. It was noted that staff turnover had dropped. Sickness related absence had also dropped by sickness related to stress, anxiety and depression had increased. This could have been in part due to societal change and a better understanding of mental health and, also, to the long-term absence of a very small number of staff.

The mental health and counselling service has been heavily promoted. Staff may self-refer to the service; it is well-used but waiting times for appointments are short.

It was RESOLVED that Staff Turnover and Welfare be reported back to the Committee when data for 2019 – 2020 is available to allow a direct comparison.

On 19 August 2019 the following topics were considered:

CITIZENS ADVICE SERVICE

Joint Overview and Scrutiny Committee have commenced a review of the provision of Citizens Advice across Babergh and Mid Suffolk districts and hope that the review can be widened to cover provision across the whole of Suffolk. On 19 August 2019, the joint committee received a presentation from Coleen Sweeney, Chief Officer of Sudbury and District Citizens Advice, and Carol Eagles, Manager of Citizens Advice Mid Suffolk.

Each Citizens Advice (CA) is part of National Citizens Advice but is a locally funded independent charity. There are a number of paid members of staff but the service relies heavily on unpaid volunteers.

Around 6000 residents of the two districts have been helped in the last year; approximately 40% of contacts with clients are face to face. Other means of contact are by telephone, email, webchat, a visit to a client or via an outreach event. A high percentage of requests for advice are on benefit issues and debt.

CA works closely with District Council and County Council officers, occasionally making joint visits to clients. Research has shown that CA services save national and local government around £8M per year and help to generate social and economic benefits of around £48M.

CAs are funded from a number of sources; the largest financial contribution to Mid Suffolk CA is MSDC (£86,700). SCC halved their funding in 2019/20 compared to 2018/19 (when funding of £41k was given) and have warned that they will provide no funding in 2020/21. The CCG provided funds to cover the loss of 2019/20 funding and the same level of funding will continue for 2020/21.

Members expressed concern that funding for 2020/21 should be in place in time to avoid the problems caused when SCC withdrew 2019/20 funding. CAs remain concerned about the long-term future because most of their financial support is awarded on an annual basis making long term financial planning difficult.

CAs are finding it difficult to recruit volunteers with the necessary skills. Council members are asked to help with this by suggesting to people who have suitable professional skills that they consider becoming CA volunteers.

It was RESOLVED:

That the Joint Overview and Scrutiny Committee recommends to both Cabinets that the current minimum funding for the Citizens Advice be maintained for the next three years;

That the Joint Overview and Scrutiny Committee approach the Chairs of the Scrutiny Committees and Scrutiny Governance Officers of East Suffolk Council, West Suffolk Council, Ipswich Borough Council and Suffolk County Council, with a view of setting up a county-wide scrutiny process to examine funding and the impact on Citizens Advice and the services of Citizens Advice; and

That the Chairs of the said Scrutiny Committees be supplied with a report from Babergh and Mid Suffolk Joint Overview and Scrutiny Committee on the topic of Citizens Advice based on this Committee meeting as a basis for the scrutiny process.

FIVE-YEAR HOUSING LAND SUPPLY UPDATE

The committee considered a report which set out the draft annual position statement figure for both Councils, which now proved that both Council had a Five-year Housing Land Supply, including a 5% buffer (for MSDC the figure is 5.61 years). Whilst this is some reassurance, the councils are not yet in a strong position. Completion of the Local Plan process remains vital because without a Local Plan the Councils could be subject to challenges from developers when planning permissions were refused.

With an approved Local Plan, the Five-year Housing Land Supply could be agreed by the Planning Inspectorate and would then be fixed for a year. Until this was agreed, and the statement published, the Council could be challenged by developers.

Responding to questions regarding the weight that could be given to the Position Statement at planning committees, the Chief Planning Officer explained that, by providing a Five-year Housing Land Supply statement, the Councils would be in stronger position. Adopted Neighbourhood Plans already carry weight and will continue to do so even without an approved Local Plan.

It was RESOLVED:

That the content of the report and the Draft Babergh and Mid Suffolk Five-Year Housing Land Supply Annual Position Statement for 2019/20, which were subject to consultation, be noted.

HOUSING VOIDS

Members discussed the Information Bulletin which showed that void times has remained below target and whether it would be necessary to continue to receive regular updates on voids as the Performance Management Statistics on Connect included the performance in respect of void times.

It was agreed by committee that the Voids Project had been a success for the team and that thanks should be extended to the entire Housing Team for the work undertaken for the past two years. It was also agreed that no further voids Information Bulletins need be forwarded to the Committee unless there was a significant change in performance against void time targets.

It was RESOLVED:

That no further Voids Information Bulletins be forwarded unless there was a significant change in the targets; and

That thanks be extended to the entire Housing Team for the work undertaken for the past two years.

CHANGES TO BIN COLLECTION ROUTES

Committee's attention was drawn to the issues with the new bin collection routes. Members debated a proposal that the Committee ask for a report on the newly introduced change of the collection routes and the issues related to the collection of the bins, the reasons for the disruption of collection, the long-term effect and the issues with communication to residents.

It was RESOLVED:

That a report be produced and brought the next Joint Overview and Scrutiny Committee on the newly introduced change of the collection routes and the issues related to the collection of the bins, the reasons for the disruption of collection, the long-term effect and the issues with communication to residents.

Agenda Item 10

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Suzie Morley, Leader and Cabinet Member for Assets & Investments	Report Number: CMU1
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ASSETS & INVESTMENTS

1. Overview of Portfolio

- 1.1 This report summarises the key areas of activity for quarter 1 & 2 and sets out the priorities for the following 3 months.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities since May

Company Activities BDC (Suffolk Holdings) Limited, MSDC (Suffolk Holdings) Limited, CIFCO Capital Limited, Babergh Growth Limited and Mid Suffolk Growth Limited

- 3.1 In June this year new Councillor directors were appointed to the Council owned companies. The process for their induction and training has been successfully completed together with providing training for all Councillors who elected to attend the training sessions. The directors for all the Councils owned companies can be found within Appendix A.
- 3.2 In July the Council approved CIFCO Capital's Business Plan for 2019/20 and this was adopted by the board of CIFCO in August. CIFCO Capital Ltd also held their Annual General Meeting (AGM) in August, where the Chairman presented an update of trading activities over the previous year. The AGM was well attended with a useful discussion and debate being undertaken at the event.
- 3.3 Babergh Growth Ltd was incorporated in March 2019 as a joint venture vehicle for housing and growth developments. The first project for Babergh Growth is to deliver the redevelopment of the former Babergh Council HQ site in Hadleigh. Babergh Growth has appointed a project team and is developing the detailed delivery drawings and scheme for this development, following the resolution to grant planning earlier this year.
- 3.4 Mid Suffolk Growth Ltd was also incorporated in March as a joint venture vehicle for housing and growth developments. The first project for Mid Suffolk Growth is to deliver the redevelopment of the former Mid Suffolk Council HQ site in Needham Market. Mid Suffolk Growth has appointed a project team and is developing the detailed delivery drawings and scheme for this development, following the resolution to grant planning earlier this year. In addition, Mid Suffolk Growth has been instructed to assist in the delivery of the new café and visitor centre at Needham Lakes.

- 3.5 Gateway 14 Limited acquired the adjacent site known locally as Stowmarket East (or Phase 2) in August. This land is allocated for employment uses to provide a new business and logistics park alongside Gateway 14's existing landholding.
- 3.6 The land is used currently for agricultural purposes but has outline planning permission for business and industrial development (Use Class B1A, B1B, B1C, B2 and B8). In addition, the permission also allows for up to 540 sq metres of Use Class A4 and up to 425 sq metres of Class A3/A5. There is the potential to build more than a million square feet of logistics, warehousing, advanced manufacturing and business space.
- 3.7 The purchase of the neighbouring land enables Gateway 14 Ltd to control the development of the whole site, maximising use of the land and ensuring a more comprehensive and cohesive overall development which is planned and phased according to market needs.
- 3.8 Gateway 14 Ltd is in advanced discussions with a shortlist of parties who are seeking to become their development partner. The selection of a development partner could facilitate the land being brought forward in a commercially viable manner and continue to meet the Council's objectives to stimulate the economy and increase employment within the district. The board of Gateway 14 Ltd will make its recommendations to the board of MSDC (Suffolk Holdings) Ltd and subsequently a paper being presented to Council later this year.

Strategic Asset Management

- 3.9 In March 2019 Babergh Cabinet approved the sale of land in Sudbury for the development of a new Health Centre and Public Sector Hub, terms have been agreed and solicitors instructed. Part of the proposed site was not registered with the Land Registry and this has now been successfully registered. Contracts with the purchaser are being negotiated to enable a conditional exchange of contracts later this year. A wider land registration project has also been commenced to complete the registration of all unregistered Council assets over the next year.
- 3.10 A public engagement exercise has recently been launched in respect of the future use of Belle Vue House. The closing date for proposals is 1st November. The engagement exercise includes a pack of background information being made available for interested parties together with viewing days and an expression of interest document. The Council is looking to submit a planning application for the neighbouring former swimming pool and adjacent land later this year once detailed proposals have been developed.
- 3.11 Terms have been agreed with an occupier to take a lease of approximately 2/3rds of the Former Aldi Premises in Stowmarket. This will see the property split into 2 self-contained units.
- 3.12 The former Natwest Bank in Stowmarket was let to the John Peel Centre on a short-term basis earlier this year. Negotiations are underway for a longer-term arrangement.

4. Future Key Activities

Company Activities BDC (Suffolk Holdings) Limited, MSDC (Suffolk Holdings) Limited, CIFCO Capital Limited, Babergh Growth Limited and Mid Suffolk Growth Limited

- 4.1 BDC (Suffolk Holdings) Ltd and MSDC (Suffolk Holdings) Ltd will be looking to adopt a new Code of Conduct for Company Directors over the next 3 months. The code will set out the responsibilities and expectations for all directors and seek to embed the Councils' values within all of our companies.
- 4.2 CIFCO Capital Limited will be seeking to make further acquisitions and manage the existing property portfolio in line with the aims of the 2019/2020 business plan.
- 4.3 Babergh Growth Ltd will be focusing on the delivery of the HQ site in Hadleigh with an expectation of works commencing on site in Spring 2020. Babergh Growth will also be developing a marketing and disposal strategy for the market units. Babergh Growth is also seeking to develop a pipeline of development sites for the future to meet its aspirations to develop 100 homes over the next 3 years.
- 4.4 Mid Suffolk Growth Ltd will be focusing on the delivery of the HQ site in Needham Market with an expectation of works commencing on site in Spring 2020. Mid Suffolk Growth will also be developing a marketing and disposal strategy for the market units. Mid Suffolk Growth is also seeking to develop a pipeline of development sites for the future to meet its aspirations to develop 200 homes over the next 3 years.
- 4.5 The focus for Gateway 14 Limited will be to select an appropriate delivery model and partner which enables development to commence on site at the earliest opportunity.

Strategic Asset Management

- 4.6 Complete the Belle Vue Public Engagement, evaluate proposals and start the public consultation of the shortlisted viable options for the future use of Belle Vue House. Prepare and submit a planning application in respect of the former swimming pool site and adjacent land including public consultation by the end of the year.
- 4.7 Complete conditional contracts for the sale of land for the development of the Health Centre and Public Sector Hub in Sudbury and review opportunities for Council use of the Hub.
- 4.8 Develop an asset management plan for consultation in the New Year, whilst also scoping out a data project to enable the more efficient use and management of the Council's property estate.
- 4.9 Continue the asset management of Borehamgate Shopping Centre (Babergh) with a continued focus on reducing vacant shops (currently 5 – with 2 under offer) and improving the management of the centre.
- 4.10 Seek to complete the agreement for lease and works in relation to the letting of part of the Aldi premises in Stowmarket by the end of the year.
- 4.11 Conclude negotiations with John Peel Centre over the longer- term arrangements for the former Natwest Bank in Stowmarket.
- 4.12 Complete agreement for lease with the Co-op in respect of the new retail premises being developed as part of the redevelopment of the former HQ site in Needham Market.

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The Holding Companies

MSDC (Suffolk Holdings)
Ltd

Boards comprising solely
of Councillor Elected
Members

BDC (Suffolk Holdings) Ltd



Gerard Brewster



Paul Ekpenyong



Peter
Gould



Richard
Meyer



David Busby



Michael Holt



John Hinton



Elisabeth
Malvisi



Board of Directors



Chris Haworth
Non-Executive Director & Chair



Emily Atack
Managing Director



Henry Cooke
Non-Executive Director



Richard Meyer
Cllr Director



Mark Sargeantson
Non-Executive Director



Michael Holt
Cllr Director



Board of Directors



Non-Executive Director
& Chair - Chris Haworth



Non-Executive Director
Henry Cooke



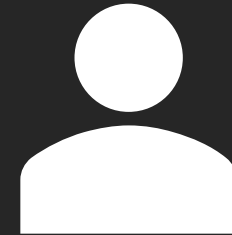
Non-Executive Director
Steve Davies



Managing Director
Emily Attack



Cllr Director
John Whitehead



Cllr Director
Vacant

Babergh Growth Board



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Officer Director
Emily Atack



Cllr Director
David Busby



Cllr Director
Margaret Maybury



Norse Group Director
Richard Gawthorpe



Norse Group Director
Daniel Hughes



Mid Suffolk Growth Board



Officer Director
Emily Atack



Cllr Director
Paul Ekpenyong



Cllr Director
Lavinia Hadingham



Norse Group Director
Richard Gawthorpe



Norse Group Director
Daniel Hughes



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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Suzie Morley, Leader of the Council, Cabinet Member for Assets & Investments and Cabinet Member for Customers, Digital Transformation & Improvement	Report Number: CMU2
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE ON THE LAW AND GOVERNANCE PORTFOLIO

1. Overview of Portfolio

- 1.1 The Law & Governance group comprises Audit & Risk Management, Democratic Services, Information Management and the Shared Legal Services. The Assistant Director is also the Councils' Monitoring Officer and the section therefore plays a critical role in supporting the work of the MO.
- 1.2 The Law & Governance teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other service areas. The teams have an essential role in maintaining and promoting good governance throughout the organisation.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Three Months

3.1 Elections

All our District and Parish elections were delivered on Thursday 2nd May 2019, electing members to the newly established wards. The elections were delivered legally and to budget. During the planning for the local elections, confirmation of the European Parliamentary Elections (EPE) was received. Planning and delivery of the EPE resulted in a successful and legal election for the Babergh and Mid Suffolk counting areas on Thursday 23rd May 2019.

During June and July 2019 development has been carried out on the elections management system. All staff employed for the purposes of carrying out election duties have been setup with a self-service staff portal. In future elections this will provide a more efficient method for administering staffing (appointment, training and payment). It will also provide a more secure method for capturing staff details and enable staff to maintain the accuracy of their details to support GDPR compliance.

3.2 **Electoral Registration**

The Annual Canvass of Electors began during week commencing Monday 15th July 2019; the revised register will be published on Sunday 1 December 2019. At the end of week four of canvass (Friday 16th August 2019), the overall response rate was 65.42% for Babergh and 67.91% for Mid Suffolk.

This is a greater response that was anticipated at this stage of canvass. To date 50.34% of respondents for Babergh and 45.25% for Mid Suffolk have used an electronic response method (telephone, online or text message).

3.3 **Land Search Times**

Search times rose briefly to 14 working days for a short period following the transition from Citrix for some of the main applications used by the Land Charges team. However, the team were able to quickly divert resources to return to the target turnaround time of 10 working days.

3.4 **Freedom of Information Training**

The Information Governance Officer has started to roll out a programme of training for officers on responding to requests for information made under the Freedom of Information Act and the Environmental Information Regulations. This will ensure that officers have up to date knowledge of how to recognise and respond to requests for information and an understanding of the implications of failing to respond to requests within the statutory timescales. Training for Councillors will be picked up by the Councillor Development Steering Group.

4. **Future Key Activities**

4.1 **Annual Canvass and Publication of the Register of Electors**

The second phase of Annual canvass will commence in Mid Sept 2019 when non-responding properties will be written to for a second time. The second phase write out will be supported by a personal canvass, mobile technology will again be used to enable an efficient and effective personal canvass. The revised register will be published on Sunday 1st December 2019.

4.2 **Neighbourhood Planning Referenda (NPR) and Elections planning**

Electoral services are preparing for the delivery of NPRs during late 2019. Planning and preparation will commence in late Sept 2019 for the planned Police and Crime Commissioner elections on Thursday 7th May 2020. Preparations have been made to ensure readiness for any unplanned elections.

5. **Audit and Governance**

5.1 **Joint Annual Governance Statement**

Internal Audit presented the Joint Annual Governance Statement (AGS) 2018/19 to the Joint Audit and Standards Committee in July 2019. The Joint Audit and Standards Committee has responsibility for being satisfied that the Joint Annual Governance Statement (AGS), to accompany each Council's financial accounts 2018/19, properly reflects the risk environment and any actions required to improve it.

The AGS explains how the Councils have complied with the Local Code and also meets the requirements of Regulation 6 (Part 2) of the Accounts and Audit Regulations 2015 in relation to the publication of an Annual Governance Statement. The AGS is required to be published to accompany the published Statement of Accounts. It has been prepared in consultation with key senior officers to reflect the operations of each Council during 2018/19. It provides an assurance of the effectiveness of each Council's system on internal control.

In conclusion, the arrangements continue to be regarded as fit for purpose in accordance with the governance framework. There have been no governance issues identified during the year that are considered significant in relation to each Council's overall governance framework. We are already addressing the key governance risks and challenges set out in this Annual Governance Statement and will continue to do so over the coming year to further strengthen our governance arrangements. We are satisfied that these steps will continue to address the need for any improvements that are required and that arrangements are in place to monitor the issues raised as part of each Council's annual review.

5.2 Annual Internal Audit Report 2018/19

Internal Audit presented the Internal Audit Report 2018/19 to the Joint Audit and Standards Committee in July 2019. The purpose of this report is to inform Councillors of the work undertaken within the Internal Audit Service for the year 2018/19 and provides them with a review of the variety and scope of projects and corporate activities which are supported through the work of the team.

The Public Sector Internal Audit Standards (PSIAS) require the Corporate Manager for Internal Audit to report periodically to senior management and the Joint Audit and Standards Committee on Internal Audit's performance relative to its Internal Audit Plan, including significant risk exposures and control issues where relevant, as well as fraud risks and governance issues.

The Corporate Manager for Internal Audit is responsible for the delivery of an audit opinion and report that can be used by the Councils to inform its governance statement. The annual opinion concludes on the overall adequacy and effectiveness of the organisation's framework of governance, risk management and control.

In giving this opinion, assurance can never be absolute and therefore, only reasonable assurance can be provided that there are no significant weaknesses in the processes reviewed. In assessing the level of assurance to be given, the Corporate Manager for Internal Audit has based his opinion on:

- Written reports on all internal audits completed during the course of the year, both assurance and consultancy;
- Results of any follow up exercises undertaken in respect of previous years' internal audit work;
- The results of work of other review bodies where appropriate;
- The extent of resources available to deliver the internal audit work; and
- The quality and performance of the internal audit service and the extent of compliance with the Public Sector Internal Audit Standards (PSIAS).

Audit Opinion

The Corporate Manager for Internal Audit is satisfied that sufficient assurance work has been carried out to allow him to form a reasonable conclusion on the adequacy and effectiveness of each Council's internal control environment.

It is the Corporate Manager for Internal Audit's opinion that the Councils' framework of governance, risk management and internal control is '(Sufficient) – Reasonable Assurance' – and that the system, process or activity should achieve its objectives safely and effectively. However, whilst there are some control weaknesses most key controls are in place and operating effectively. Where weaknesses have been identified through an internal audit review, Internal Audit have worked with management to agree appropriate corrective actions and a timescale for improvement.

6. Democratic Services

The Members' Induction Day was held on the 8th May 2019 and was a great success. Members had the opportunity to meet members of staff from all service areas and were given a flavour of what each service area did. They were also able to pick up their ID badges and IT equipment. Overall evaluation of the day was excellent.

The Babergh Annual Council meeting was held on the 20th May 2019. Councillor Kathryn Grandon was appointed Chair for the year and her nominated charity for the year is the Hadleigh Dementia Action Alliance. After the annual meeting the Chair presented Members with loyal service awards and long service awards.

The Mid Suffolk Annual Council meeting was held on the 22nd May 2019. Councillor Lavinia Hadingham was appointed Chair for the year and her nominated charity for the year is Homestart. After the annual meeting the Chair presented Members with loyal service awards and long service awards.

Future Activities

The respective teams will continue to support and promote good governance throughout the organisation.

National Democracy Week is due to run from 14th October 2019 -18th October 2019 and relevant activities are being planned.

Chairing Skills training for Members will be held on 1st October 2019.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Julie Flatman, Cabinet Member for Communities	Report Number: CMU3
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR COMMUNITIES

1. Overview of Portfolio:

The Communities Portfolio includes:

- 1.1 Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership).
- 1.2 Strong Communities (including grants, external funding, community development and community rights).
- 1.3 Healthy Communities and Policy (including health and wellbeing, Health and Wellbeing Board, health interventions and preventative activity).

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 Officers had contact with a range of voluntary organisations to provide support and ongoing advice for projects including village halls, play areas and sports facilities. In Babergh, this included Boxford Pavilion which has undergone a partial refurbishment and improvements, Belstead Village Hall and the Assington Community Farm Hub, which has also been supported.
- 3.2 In Mid Suffolk, capital funding was provided for the netball court and car park project at Needham Market Community Centre, heating at Battisford village hall, a play area project at Woolpit and improvements at Offton and Willisham Village Hall. Developer contributions enabled the rebuild of the historical band hall/meeting room for Gislingham Silver Band.
- 3.3 External Funding advice has been provided to a range of organisations and the National Lottery regional team has been to visit the districts and discuss potential projects. In Babergh, the AONB team has been assisted to secure £140K of Leader funding for their "Improving the Stour Valley for Visitors" project and Section 106 funding of £79,657.30 has been allocated to skatepark and play improvements at Belle Vue Park Sudbury.
- 3.4 In Mid Suffolk, the team have provided significant support to Needham Market Train Station Access for All Group, who are applying for funding to enable disabled access on and off the north side platform as well as working with a range of village hall committees.

- 3.5 On 7 September the first Sudbury Silk Festival took place. The Communities team secured £43,000 from Arts Council England to bring the work in the Sudbury Mills to life by enabling the facilitator, Carole Creasey to work with local schoolchildren to interview the people who work in the mills and produce a short film. The festival included talks in the Town Hall Assembly Rooms, the Silk Mill shops were open, Gainsborough's House had free admission to see Vivienne Westwood silk dresses and there were guided walks around the town.
- 3.6 The Communities team also collaborated with the Housing Enabling team on the planning and development of a Lunch & Learn Event held on 3rd July during National Housing Week. The event brought together a range of partners with communities to share learning on Community Land Trusts, Assets of Community Value, Housing Needs Surveys and Funding.
- 3.7 The Active Wellbeing project, which is supporting older residents to become more physically active, is progressing well. Last year we supported over 150 older residents to remain and become more physically active and socially connected within their local community. This is a 3 year project and year 2 locations have been confirmed (Debenham, Bildeston, East Bergholt). These projects have now commenced in both districts, with East Bergholt and Capel due to start in September 2019.
- 3.8 Building on this, the Active Schools project was launched in July. This is a three-year programme designed to reduce childhood obesity/excess weight amongst primary school age children by providing bespoke support to 20 primary schools across both districts, helping them to better utilise their DfE Pupil Premium Funding for physical activity. Sample Interventions offered as part of the programme include: active travel plans, healthy food awareness, extra-curricular clubs, Teacher Continuous Professional Development, Active classrooms and whole school activities such as the Daily Mile.
- 3.9 Officers are also working closely to support Social Prescribing across both District areas. Schemes are now active across the Ipswich and East Suffolk CCG area and being developed across the areas covered by the West Suffolk CCG.
- 3.10 The Health and Wellbeing Team are working on a range of other activities. An all Member briefing on all aspects of Health and Wellbeing related work will be held later on within the year.
- 3.11 Key recruitment of new Grants Officers has now taken place. Josh Holmes, who has been providing administrative support to the wider team, has been successful and will move into the Grants role imminently. Roy Emmerson will join the organisations on 30th September as a senior Grants Officer.

Leisure Assets:

- 3.12 The current contract for Mid Suffolk Leisure Centres concludes in October 2020. In July 2019 a cross party panel met with our two current Leisure providers to discuss the future of these centre. A recommendation on the future delivery model for leisure in Mid Suffolk will come to Cabinet before the end of 2019.
- 3.13 Capital works have commenced on site on both Kingfisher and Hadleigh pools in Babergh. Kingfisher is programmed for completion in April 2020 and Hadleigh for July 2020.

4. Key Activities Planned for the next 3 months

- 4.1 The external funding officer will be supporting funding surgeries in our communities in collaboration with Suffolk County Council. Dates and locations have not yet been finalised but will be communicated to Councillors in due course.
- 4.2 There will be a period of refocusing of the grants service as two new postholders take up post and are tasked with reviewing the current arrangements in the light of the Council's priorities, the Communities Strategy and need to maximise the efficiency and effectiveness of the service.
- 4.3 Reports will be brought to Babergh and Mid Suffolk Cabinet meetings looking at longer-term funding arrangements for Citizens Advice. This has been our intention for some time and reports will come to Cabinets before Christmas.
- 4.4 Working with Suffolk Artlink, Rural Coffee Caravan and Dance East, officers will continue to deliver a project reaching rurally isolated older people to make a positive impact on their lives. The work will focus on delivering a high-quality arts outreach programme, led by artists. It will be co-produced with older people, to ensure that the individual needs of each community are reflected in the work. What we are calling the 'The Make, Do and Friends' project has involved £100k of Arts Council 'Celebrating Age' Funding.
- 4.5 We will continue to work in partnership to contribute to enabling community-level health and wellbeing outcomes, particularly in relation to the development of leisure, physical activity, the arts, sports and natural environment for their health benefits. Highlights have included development of GP exercise on referral schemes, high profile walking, running and cycling initiatives and a range of healthy lifestyle and later life programmes. Other activities have included those linked to the Dementia Action Alliances, as well as providing local support for national events and campaigns that address the related issues of loneliness, social isolation and mental health.
- 4.6 Work also continues to address anti-social behaviour and other community safety issues and support the work of the Western Suffolk Community Safety Partnership.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Suzie Morley, Cabinet Member for Customers, Digital Transformation & Improvement	Report Number: CMU4
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR CUSTOMERS, DIGITAL TRANSFORMATION & IMPROVEMENT

1.0 Overview of Portfolio

1.1 The Customers, Digital Transformation & Improvement Portfolio encompasses Customer Services, Business Improvement, Information and Communication Technology (ICT) and Communications. Since May we have been preparing a number of key projects that will have an impact upon the organisation over the coming months including a Customer Transformation Programme, as well as improving core performance and business as usual activity. A summary of activity that has taken place across the four teams over the last few months is as follows.

2.0 Recommendation

2.1 That Council notes the report.

3.0 Key activities since May 19

3.1 *Customer Services*

3.2 The performance from Q1 to Q2 has improved by 1% with regards to average calls being answered, from 85% in the 2 month period May and June, to 86% across July and August. August has been our strongest month, meeting our target of answering 90% of calls.

3.3 In Q1 52% of our calls were answered in 30 seconds and already for Q2 we have increased to 58% of our calls being answered in 30 seconds.

3.4 Our average waiting time has reduced from an average of 1 minute and 56 seconds in Q1 to 1 minute 42 seconds, on average in Q2. A telephony survey was carried out over May-August and of the 806 customers who responded they rated our service 9.7 out of 10.

3.5 Over Q1 and Q2 we have seen 1,991 customers across Stowmarket, Sudbury, Shotley and Hadleigh and of those customers they have rated us 9.5 out of 10 for levels of customer service.

3.6 We have also recently implemented a new feedback system called "Contact Us". We have launched this with our internal teams in August and Shared Revenues Partnership will go live from September. This system allows all compliments and complaints to be stored electronically, which will support us to produce more meaningful data. This will mean we can learn from and understand customer feedback in more detail.

4.0 Business Improvement

4.1 Following recommendation by Council, Cabinet approved an Equality and Diversity Policy which overarches a range of tools and guidance; mandatory Councillor equality induction training has been provided along with additional training for officers, interns and graduates, and relationships have further developed with protected characteristic groups, improving engagement around council activity. Additional training dates will be provided over the coming weeks and all those who missed the training are encouraged to attend a future date.

4.2 Performance reports for Q4 2018/19 and Q1 2019/20 have been provided to Cabinet and have continued to evolve through discussions with Cabinet Members. Reports for both periods painted a positive picture with clear actions identified for those few areas requiring performance improvement. In addition the team have provided the Senior Leadership Team with a range of performance housekeeping reports including information enabling them to pro-actively manage sickness, mental health and other absences.

4.3 A dedicated Corporate Programme Manager has been employed; a range of Project Management Tools and support mechanisms have been designed and there is greater visibility of project activity. Programme Boards are in the process of being set up in line with the Councils' priorities which will ensure robust governance with effective project management and monitoring.

4.4 In the period up to 22 August 2019, in respect of Mid Suffolk eleven stage 2 complaints have been received; 7 were not upheld, 1 fully upheld, 1 partially upheld and 2 are still under investigation. This period sees a positive improvement on the same period in the previous year with sixteen stage 2 complaints received; 5 fully upheld and 3 partially upheld.

4.5 With respect to Babergh for the same period, nine stage 2 complaints have been received, 7 were not upheld, 1 fully upheld and 1 partially upheld. This period sees a slight improvement on the same period in the previous year with ten stage 2 complaints received; 1 fully upheld and 1 partially upheld.

4.6 As a result of the analysis of upheld and partially upheld complaints additional staff training has taken place, procedures have been updated, record keeping has been improved and expected standards and procedures have been reiterated.

- 4.7 The Local Government Ombudsman issued their 2018/19 report. They completed two detailed investigations for Mid Suffolk and upheld one of these. For comparative purposes, in 2017/18 the LGO carried out three detailed investigations and upheld two of them.

The LGO completed four detailed investigations for Babergh during 18/19 and upheld none of these. For comparative purposes, in 2017/18 the LGO carried out three detailed investigations and upheld one of them.

5.0 **ICT**

- 5.1 Following feedback from Councillors and customers' we have implemented a new search facility on our websites. By analysing past and previous search terms we have seen an improved accuracy match from 45% to 95%. We are continuing to monitor and improve the search functionality further to improve our customers' experience.
- 5.2 One Drive for Business is the latest file storage technology and has been rolled out to all Councillors and staff, replacing the home directories with online storage. This means we can access files from any internet connected device, including our mobile phones. The new functionality also allows users to share files more easily, ensuring a more efficient way of collaborating.
- 5.3 The Environmental Health system (M3) has been updated, which will enable us to use a web based system and staff to use mobile devices to access information whilst out in the field.

6.0 **Communications**

- 6.1 An all staff event was held on the 9th July "Navigating our Future". This was an opportunity to share our direction of travel, learn a few new things about other service areas, and understand our values, as well as an opportunity to network with other colleagues. Feedback collected on the day confirmed that 82% of attendees found the event useful or really useful, 83% said they learnt something new and 93% said they met/spoke to someone they didn't usually work with.
- 6.2 The team have supported the setup and administration of new functionality which means some Council meetings can be live streamed on the Councils' YouTube accounts. Within the last quarter meetings have been viewed 2,393 times whether live streamed or watched on demand.
- 6.3 The team have also delivered a number of campaigns and messages to support business as usual activities as well as answer the enquiries. This includes live coverage of our Elections, material to support the Joint Local Plan consultation, development of the Visions for Prosperity and proactive communications produced in relation to CIFCO business plan and Gateway 14.

7.0 **Future Key Activities**

- 7.1 During the autumn we will be refreshing our Stowmarket customer access point with tablet self-serve points to support customers to access services through our website. We will also be installing a hearing loop to support our customers who require additional support to communicate with our officers.
- 7.2 We have been drafting a Customer Service charter which will provide a common set of standards for the organisation to adhere to; this will be launched in the autumn.
- 7.3 A training plan will be rolled out ensuring that the organisation has the right programme and project skills in place, and additional Programme Boards will be set up to support the organisation's key strategies and priorities, ensuring effective delivery through robust project management. The team will continue to support projects throughout the project cycle.
- 7.4 The management of Stage 2 complaints will now sit within the Customer Operations team and they will continue to monitor, seek resolution and learn from the complaints received.
- 7.5 A range of Planning teams and Building Control will be implementing a new mobile apps facility which will provide teams with information onsite. This will enable us to improve site inspection processes and make efficiencies, including reduction in duplication of data entry.
- 7.6 Planned Communications activity will focus on some corporate wide priorities including roll out of our Customer Charter during Customer Service week (7-13 October), supporting information for the Staff Survey, next stages of the Joint Local Plan delivery and Visions for Prosperity. Gateway 14 and the development of the former Needham Market HQ will also feature in respect of Mid Suffolk, and for Babergh will include Belle Vue consultation and the Leisure capital works programme.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Gerard Brewster, Cabinet Member for Economic Growth	Report Number: CMU5
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ECONOMIC GROWTH

1. Overview of Portfolio

- 1.1 Increasing jobs, productivity and supporting our businesses to thrive and grow
- 1.2 Attracting and encouraging inward investment
- 1.3 Business friendly and collaborative strategies to support being 'Open for Business'
- 1.4 Build relationships with local businesses
- 1.5 Liaise with neighbouring authorities and other organisations such as NALEP, SELEP and the Haven Gateway Partnership to support cross-border economic development and investment.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

- 3.1 'Visioning for Prosperity' work across 5 key towns continues. Sudbury Steering Group now re-established together with officer working group and Stowmarket officer group set up with first Stowmarket Steering Group to be held in the next 4-6 weeks. Vision workshops across Hadleigh, Needham Market and Eye completed and first feedback of emerging themes in Hadleigh to be revealed at Hadleigh on Show on 5th October.
- 3.2 Work on refreshed Economic evidence base underway which will help inform the new Economic Strategy to reflect Corporate Economic ambition, a draft strategy will be available in the New Year.
- 3.3 The Needham Lake visitor centre/café feasibility work has been completed and work progressing on a planning application for submission before the end of 2019 for an environmentally sustainable building with high quality design.
- 3.4 Work has been completed with New Anglia LEP to draft a Local Industrial Strategy (LIS) with focus on clean energy, Agri tech and food and AI and Digital. LIS endorsed by Mid Suffolk Council Cabinet on 28th August and goes to Babergh Cabinet on 12th September.
- 3.5 Part funded by BMSDC, the new Central Suffolk Chamber will be launched in October. The new chair has been confirmed as Dr Peter Funnell former Executive Dean of the University Campus Suffolk.

- 3.6 The Tech hub group in Stowmarket are working on 2 key projects; a micro hub in space located close to the station which will offer hot desking, virtual membership, networking and training events for the digital tech sector. Supported by the LEP and Tech East it will draw in experts from the local and national tech sectors to help grow local SME businesses. Seeking to launch in 2019-20. Work is also underway to develop an Innovation Cluster in Stowmarket to provide a range of high-quality commercial spaces for businesses in the medtech, digital/AI and energy/environmental tech sectors. Initial studies suggest demand for such space on the A14 would be strong.
- 3.7 Work has been commissioned on a workspace and “grow on” space study across both districts to help inform the Economic Evidence base and consider whether market failure interventions might be required by the Councils. Work will be completed in October.
- 3.8 Ongoing Work with Department for Business, Environment and Industrial Strategy and the Local Energy Hub to develop a number of low carbon based projects which are linked to economic development or regeneration – these include early review of possible developments for local heat networks, review of new opportunities across council sites for solar.
- 3.9 There is currently a review underway of existing and possible future grants programmes to provide better support to local businesses and ensure stronger local take up.

4. Future Key Activities

- 4.1 Progressing all of the projects in part 3 to next stages.
- 4.2 Developing a robust well-resourced team in order to meet the strong economic ambitions of BMSDC.
- 4.3 Ensuring refreshed economic strategy also has a linked implementation plan and developing more project management approach to delivery, monitoring risk, programme issues, and managing capital and revenue spend.
- 4.4 Work to ensure the Council’s priorities are aligned to regional strategies and make efforts to raise the profile of BMSDC economic ambitions
- 4.5 Develop a proactive inward investment function which not only seeks to promote the area to new businesses but supports the growth of current businesses within the two districts.
- 4.6 Work with partners to increase access to high speed digital fibre connectivity across the districts for business users
- 4.7 Officers will continue to work with SCC and other stakeholders to progress Skills and Youth Employment Service strategy during the next period.

5. Conclusion

- 5.1 This report demonstrates that the Councils are developing good momentum on key activities and collaborations delivering against set and increasing economic ambition. There is an increased focus on deliverability alongside a refreshed economic strategy which will give better visibility of BMSDC economic priorities within the LEP area as well as nationally.

Work on the town centre visioning builds upon the strong heritage and creative/cultural assets that exists in our areas including the strong ambition from our partners such as the Museum of East Anglian Life (MEAL), John Peal Centre (JPC), St. Peters Church Sudbury and Gainsborough's House. However, we also seek to develop new and fast-growing emerging sectors such as energy and environmental as we have many businesses developing cutting edge technology in these sectors and many businesses who are far advanced in development low carbon business activities.

In addition, we continue to build skills, knowledge and processes in the team, including project and programme management to ensure we are committed to delivering the Councils rising ambition around Economic Growth and Regeneration.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor Jessica Fleming, Cabinet Member for Environment	Report Number: CMU6
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR ENVIRONMENT

1. Overview of Portfolio

- 1.1 This report summarises the key areas of activity in the portfolio since the election in May and highlights what is coming up for the next 3 months. The portfolio includes Waste & Recycling, Public Realm, Building Control, Food Safety, Sustainable Environment and Leisure.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities since May

Waste & Recycling: Route Changes

- 3.1 The Council's service partner, Serco, have held the Joint Waste Contract (JWC) since April 2007. During this time housing growth has been absorbed into the existing collection rounds with only minor changes to collection routes. During this time housing growth has been absorbed into the existing collection rounds with only minor changes to collection routes.
- 3.2 Housing growth between 2010 and 2019 has risen by 6240 properties across the two districts. The existing collection rounds were becoming unworkable, with housing growth impacting on the ability of rounds to complete their work on the allocated day.
- 3.3 The re-routing of collection routes and the introduction of a new collection round in the summer (vehicle and crew) was required to ensure an efficient and effective service moving forward and able to cope with the new and planned housing growth.
- 3.4 During the service change the missed bin success rate was at a low of 99.37% for week 1 moving to a success rate of 99.81% at week 7. The recognised time for a waste service change to be fully embedded and errors reduced to normal operation is approximately 6 weeks (3 bin collection cycle's). Average missed bins for refuse & recycling collections over Q1 (April – June 2019) were 94 a week a success rate of 99.89%.
- 3.5 Figures published in February 2019 show that the national average for successful collections is 99.8%. Meaning that by week 7 the Councils were back to performing better than the national average.

Public Realm: Civil Parking Enforcement

- 3.6 The work to ensure implementation of Civil Parking Enforcement in Babergh and Mid Suffolk has stepped up a gear. The Statutory Instrument is ready to be laid in Parliament by the Department of Transport.
- 3.7 Ipswich Borough and West Suffolk Councils will be taking on these duties, via a Service Level Agreement, for Babergh and Mid Suffolk District Councils. Recruitment will be starting soon for Civil Enforcement Officers so that training and development can take place prior to patrolling our districts.
- 3.8 We are currently working to a start date of 1st April 2020 across Suffolk and the Districts.

Public Realm:

- 3.9 Work has begun to ensure all of our mapping systems are up to date across both districts so that we can understand the scale of work to be undertaken by both Councils.
- 3.10 Clean Streets funding gained from central government in March 2019 is currently being spent across both districts and is enabling the Councils to better equip our community litter pick/community improvement groups.
- 3.11 Following monitoring the new play facility at Wren Close Stowmarket and MUGA/Skatepark in Belle Vue Park, Sudbury is proving very popular over the school summer holiday and we have had good feedback from residents.

Building Control:

- 3.12 We have continued with our work with the Suffolk group and have been successful in agreeing a service proposal with Concertus which will see most, if not all, Suffolk County projects being handled by the Councils. This is the culmination of 12 months of work and a collaborative effort by our colleagues across Suffolk and the business development officer.
- 3.13 June saw the demise of one of the main competitors in the private building control sector, which has led to 150 projects being handed back to the Councils building control team for approval. Whilst this has put considerable pressure on the service, we have successfully balanced the needs of residents caught up in this whilst maintaining service levels to keep the Councils existing, loyal client base happy. The problems in the private sector have led to questions being asked of its efficacy in the regulatory sector and has consequently led to an increase in enquiries coming to the Councils team.

Food Safety:

- 3.14 Following repeated food safety offences in Babergh and Mid Suffolk, a market trader selling cheese and pastry goods based in Colchester, has had their food hygiene rating reduced to 1 by Colchester Borough following intervention by the BMSDC Food and Safety team and discussions between the two authorities. The trader has stated that they will no longer trade on markets in Mid Suffolk or Babergh and with a rating of 1, most markets will not allow them to trade elsewhere.

The Food and Safety team considered this a more appropriate consequence of the poor standards than a prosecution would have achieved and in line with the public interest test considered when taking enforcement decisions.

- 3.15 Following changes to animal welfare licensing legislation and guidance requiring any officer involved with licensing work to undergo specific training before the end of 2021, three members of the team completed the necessary training in August and now are required to produce case studies to demonstrate competence.
- 3.16 For a second year, all businesses considered to be likely to use inflatable play equipment (bouncy castles) were contacted with safety advice at the beginning of the holiday season.

Sustainable Environment:

- 3.17 In July 2019, Mid Suffolk Councils passed important Climate Change motion. The Joint Task Force that will see the work behind these motions taken forward is due to begin in October 19.
- 3.18 The team participated in a commercial vehicle 'Stop & Search' event on 23rd July with the Police, VOSA, Environment Agency and other partner agencies involved in detecting and preventing crime involving vehicles. The Councils remit was to inspect for compliance with waste carrier licensing regulations, as unlicensed carriers are often involved in fly-tipping offences. We inspected 12 vehicles, gave advice to a number of businesses and are investigating one for involvement in potential offences associated with waste licensing and disposal.
- 3.19 Progress is being made on plans for a CIL-funded Electric Vehicle Charging Point in the centre of Eye and it is hoped that works will commence in Quarter 3.

4. Future Key Activities

Waste & Recycling: New Depot Scoping

- 4.1 Starting in October, we will be working with colleagues from Suffolk County Council, to look at opportunities for a new depot site.
- 4.2 The current depot at Creting Road, shared with our collection partner Serco, is working at capacity. It has absorbed increased staff and vehicle need from our housing growth. However, it will soon become too small for the size of operation we need.
- 4.3 With this opportunity comes the ability to create and new, efficient and environmentally friendly building. As well as the ability to share the site with other partners.

Waste & Recycling: National Waste Strategy

- 4.4 The Suffolk Waste Partnership continue to wait patiently for further information of the possible implications of the emerging National Waste Strategy.

- 4.5 Early indications show that Government will increase responsibility for manufacturers to reduce non-recyclable packaging. But will also push Council's to work towards collecting the same types of recycling consistently across the UK. This could see an increase in our districts of the types of recycling kerb side collections.

Public Realm:

- 4.6 The current grounds maintenance contract for Babergh expires October 2021. This gives an opportunity to look at the grounds maintenance function across both districts to ensure we are giving a good standard of service for residents and getting value for money.
- 4.7 Analysis will take place from April 2020, once the mapping exercise, mentioned within 3.9 of this report, has been completed.
- 4.8 Cabinet received a report in February 2019 asking for permission to consult on the draft Area Parking Plan. Consultation has finished and the plan has been amended. The Area Parking Plan will come back to Cabinet by the end of 2019 for final sign off.
- 4.9 The Tree for life scheme is in year 2 in Mid Suffolk – collection of trees to commemorate birth of new babies in the district will take place between November and January.

Food Safety:

- 4.10 Postponed from last year, the team will be undertaking a campaign to improve warehouse health and safety in autumn 2019.
- 4.11 Through the New Anglia Better Business for All programme, in conjunction with the HSE a small business advice event for Norfolk and Suffolk had been planned for September. Due to concerns that business capacity would be stretched by Brexit concerns, this has been put back to spring 2020.
- 4.12 Following a health and Safety investigation at a charity shop, one of the teams Food and Safety officers will be attending the Coroners Court in September to give evidence in the case of a fatality.

Sustainable Environment:

- 4.13 As mentioned above, the Joint Climate Change Task Force will see a cross party panel of members joint together to help tackle this issue for our Councils.
- 4.14 The Task Force will compile baseline data for our Councils to understand our current emissions and carbon usage. It will then seek expert guidance and advice on how we can work towards our goal of becoming carbon neutral by 2030.
- 4.15 The Task Force will report back to Cabinet in Spring 2020.
- 4.16 Through our membership of the Suffolk Climate Change Partnership (SCCP), we will shortly be launching a further offer to residents and businesses to have solar panels installed on their premises at a significantly discounted rate. The first round saw 177 Babergh and Mid Suffolk households and businesses benefit from a 20% discount through our 'Solar Together Suffolk' bulk-buy scheme. We will shortly commence marketing across Suffolk with solar panel installers being invited to bid in October.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor John Whitehead, Cabinet Member for Finance	Report Number: CMU7
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR FINANCE

1. Overview of Portfolio

- 1.1 This report summarises the key areas of activity in my portfolio since the election in May, before highlighting what is coming up for the next 3 months. The portfolio includes Finance, Commissioning and Procurement and the Shared Revenues Partnership. For Babergh it also includes HR and Organisational Development.

2. Recommendation

- 2.1 That Council notes the report.

3. Key Activities since May

Financial Outturn 2018/19

- 3.1 The 2018/19 year-end financial position for each council for both the General Fund and Housing Revenue Account (HRA) were presented to Cabinet in June (reports BCa/19/2 and 3 for Babergh and MCa/19/3 and 4 for Mid Suffolk).
- 3.2 For the General Fund, the outturn position compared to the budget was a favourable variance of £2.281m for Babergh and £3.462m for Mid Suffolk. For both councils the reasons for the large variance was mainly due to additional income being received from business rates, planning fees, housing benefit subsidy and the administrative element of the Community Infrastructure Levy, rather than planned budgets not being spent. As a result of this a large proportion of the additional income has been placed into the Business Rates Equalisation Reserve to allow for known future reductions with some also being placed into the Transformation Fund for Babergh and the Growth and Efficiency Fund for Mid Suffolk and other earmarked reserves.
- 3.3 For the HRA, the outturn position compared to budget was smaller favourable variances of £247k for Babergh and £167k for Mid Suffolk, which have been placed in the Strategic Priorities Reserve for each Council.
- 3.4 The four reports include a lot more detail than can be covered in this report to Council, so I would always encourage you to look at the outturn reports to gain a more in depth understanding of our current financial position.

2018/19 Statement of Accounts

- 3.5 I am pleased to report that the unaudited 2018/19 Statement of Accounts was prepared and published on our website within the tightened timescale of 31st May. This is a challenge that the Finance Team has risen to for the second year now.
- 3.6 Unfortunately, the accounts have not yet been audited by our external auditors, Ernst & Young LLP (EY), due to resourcing issues, so were not signed off by the end of July as intended. The position is being monitored by the Assistant Director, Corporate Resources in liaison with EY and the current plan indicates that the audited accounts will be presented to Joint Audit and Standards Committee in November. I can assure councillors that this delay in completing the audit will not result in any penalty or reputational damage to the Council.

2018/19 Annual Treasury Management Report

- 3.7 The outturn report on Treasury Management activity was presented to Joint Audit and Standards Committee on 25th July (report JAC/19/4) and is on the Council agenda today.
- 3.8 I am pleased to report that all activity for 2018/19 for Mid Suffolk complied with the agreed strategy and prudential indicators and for Babergh this was the case apart from one exception when the cash held with Lloyds Bank exceeded the daily limit by £391k due to the receipt of unplanned income.

2019/20 Budget Monitoring

- 3.9 The first quarter budget monitoring reports for the General Fund and HRA were presented to Cabinet on 28th August for Mid Suffolk (reports MCa/19/14 and 15) and 12th September for Babergh (reports BCa/19/8 and 9).
- 3.10 The format of the quarterly reports has changed since the outturn report in June, following feedback from councillors, so I hope you find the new presentation more accessible in terms of the key messages. Both the General Fund and HRA reports have changed, but due to the different nature of the two accounts the presentation is not the same.
- 3.11 Based on the information at the first quarter, projected to the end of the year, the General Fund is showing a favourable variance of £170k for Babergh and £180k for Mid Suffolk. Planning fee income is continuing the favourable trend from the previous year, but pressures are being seen in business rates, ICT costs and in relation to the PV panels income and maintenance. Capital spend is currently projected to be £1.4m less than budget for Babergh and £1.9m for Mid Suffolk. The common elements of reduced spend across the two councils are grants for affordable housing and disabled facilities grants, with the addition of the leisure centre work for Babergh and Gateway 14 for Mid Suffolk.
- 3.12 For the HRA, the position is different with an adverse variance of £177k currently being projected to the end of the year for Babergh and £141k for Mid Suffolk. These projected adverse variance figures are lower than the favourable variances reported for 2018/19 as outlined above. Pressure is continuing to be seen in relation to repairs and maintenance for both councils and also in income levels for Babergh from both housing and garage rents. Capital spend is currently projected to be on target at the year-end.

- 3.13 As for the outturn reports for last year, there is a lot more detail in the four reports, which I would encourage you to look at to aid your understanding of our current financial position.

Finance Training for Councillors

- 3.14 Since the elections in May, the Finance Team has developed and is delivering a series of training modules for all councillors. To date an overview of the Councils' finance and an introduction to local government finance has been delivered followed by treasury management and the General Fund. At the time of writing this report one of the two sessions planned for the HRA and Statement of Accounts has been delivered with further modules on business rates and council tax to come in the next quarter.
- 3.15 A lot of effort has gone into developing this training material and to date attendance has been disappointing, with about one third of councillors attending the introduction sessions and just under half attending the General Fund and treasury management sessions. I would encourage you to attend these sessions where possible because there is always something that we can learn whether we are newly elected or returning councillors.
- 3.16 The modules to be presented in the coming quarter are business rates in October and council tax in November. The dates were within your welcome pack after the election and meeting invitations will be coming out from Committee Services in due course, but I would encourage you to put these dates in your diary now.

Shared Revenues Partnership (SRP)

- 3.17 Since the election in May there has been one meeting of the SRP Joint Committee on 10th July 2019. Just to remind you that our representatives on this Committee are Councillors Jan Osborne and Derek Davis for Babergh and Councillors Suzie Morley and John Whitehead for Mid Suffolk.
- 3.18 The papers for all the Joint Committee meetings can be accessed via our website if any councillor is interested in looking at their work in more detail.
- 3.19 The Shared Revenues Partnership has recently been recognised for their work to reduce fraud and error in housing benefit payments. In processing 'Verify Earnings and Pensions' (VEP) alerts, the partnership authorities are amongst the top performing authorities in the country, with performance rates of 98.1% for Babergh, 97.7% for Ipswich and 96.7% for Mid Suffolk during the financial year 2018/19. For the period April to June 2019/20, performance increased to 98.4% for both Mid Suffolk and Ipswich.
- 3.20 The Shared Revenues Partnership has been thanked by the Department for Work and Pensions (DWP) for their continuous efforts in tackling fraud and error across the districts and have also been asked to work with them to develop 'best practice' which the DWP can refer to when working with authorities whose performance requires improvement.

4. Future Key Activities

Regular Reports to Cabinet / Committees

- 4.1 Over the coming three months there will be some of the regular finance reports being presented to Cabinet or Committee. These will be the second quarter budget monitoring report going to Cabinet in November and both the half-year report on treasury management and the auditors report on the 2018/19 accounts going to Joint Audit and Standards Committee in November.
- 4.2 I will report the key messages from these reports in my next Cabinet Member report to Council.

Council Tax Reduction Scheme

- 4.3 The Shared Revenues Partnership is currently reviewing the operation of the Council Tax Reduction Scheme whereby those residents on low income receive a discount from their council tax bill, so that they pay just 5%.
- 4.4 Since the introduction of Universal Credit and the consequent frequent changes in circumstances, the current scheme is proving costly to administer and does not provide residents with clarity about their council tax liability at the start of each year.
- 4.5 Cabinet will be asked to give approval in October for a consultation period to be undertaken during November for a revised scheme. Following consultation, a final proposal will be presented to Cabinet in February for recommendation to Council so that a revised scheme could be implemented from 1st April 2020.

2019/20 Budget and Medium-Term Financial Strategy

- 4.6 Over the next three months the detailed work will be undertaken on the budget for 2019/20 and updating the Medium-Term Financial Strategy for engagement with councillors later in the year.
- 4.7 To begin that process an all councillor briefing is being held next week on 30th September at 5.30pm in the Council Chamber, which I would encourage you to attend. This will look at the financial projections for the coming three years and set out the assumptions behind those numbers, so that councillors have an understanding of the challenge that we are facing before the detailed budget and medium-term outlook is discussed.

MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

FROM: Councillor Julie Flatman, Cabinet Member for Housing and Councillor Gerard Brewster, Cabinet Member for Housing Delivery	REPORT NUMBER: CMU8
TO: Council	DATE OF MEETING: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR HOUSING

1. OVERVIEW OF PORTFOLIO

- 1.1 The Housing Portfolio includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services (BMBS), Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents 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.

2. RECOMMENDATION

- 2.1 That Council notes the report.

3. KEY ACTIVITIES/ISSUES OVER THE PAST 6 MONTHS April 2019 – September 2019

3.1 HOUSING STAFF AWAY DAY

On 30th April the Council's organised an all housing staff Away Day at the Blackbourne Centre, Elmswell. The day was attended by approximately 150 members of staff and focussed on delivering our Housing vision.

3.2 STAR SURVEY

During June and July the Council's conducted a STAR (Satisfaction of Tenants and Residents) survey of all our general needs and sheltered tenants and leaseholders.

In Mid Suffolk a response rate of 50% was achieved which gives a good level of statistical viability. The results of the survey were presented to the Tenant board, officers and portfolio holders on the 11th and 12th September.

A report will be presented to Cabinet, including an action plan for specific outcomes and recommendations from the results

3.3 MHCLG FUNDING SUCCESS TO TACKLE ROUGH SLEEPING

The Councils have been awarded £209,000 from the Ministry of Housing, Communities and Local Government (MHCLG) following a joint bid with West Suffolk.

This grant will provide flexible support funding to help people with a history of rough sleeping to sustain their tenancies in homes made newly available across the housing sector.

We bid for a 1 x Professional Lead – Supported Lettings, 4 x Tenancy Sustainment Officers and 1 x Supported Lettings Project Co-ordinator. These posts are temporary and will be fixed term for 12 months. The post holders are employed by BMSDC and started in post in late August. They are hosted within the housing team but their workload will be split across BMSDC and West Suffolk.

3.4 MHCLG FEEDBACK ON OUR HOMELESSNESS REDUCTION AND ROUGH SLEEPING STRATEGY

Following their recent visit, MHCLG advised us that they felt the recently published Homelessness and Rough Sleeping Strategy was clear and concise with relevant and well worked actions.

They have also asked to use the Council's Strategy "as an example of good practice".

3.5 ROUGH SLEEPER OUTREACH WORKER

There has recently been a number of individuals found rough sleeping in our Districts, some of which have arrived from other Local Authority areas. The Councils have agreed with West Suffolk that one of their Rough Sleeper Outreach Workers will work across our Districts two days per week.

This started in mid-August and we have already seen a positive impact by sourcing accommodation for some of those rough sleeping.

3.6 PRIVATE RENTED SECTOR DEDICATED RESOURCE

The Councils have recently recruited to the post of Lettings Negotiator. This is a new post, funded through the Flexible Homeless Support Grant funding we receive from MHCLG, for an initial two-year period.

This new position will be working with private landlords and letting agencies, encouraging them to work more closely with the Council's. By providing high quality, suitable private rented accommodation within our districts. Enabling us to prevent homelessness, by supporting families to access the private rented sector.

3.7 INCOME MANAGEMENT POLICY

The new Income Management Policy and procedures have been developed in conjunction with the Income Team and we have consulted with both Sudbury and Stowmarket Citizen Advice, as well as the Tenant Board. The Tenant Services Professional Lead has also been working closely with Ipswich Borough Council to share and develop best practice.

The policy places a greater emphasis on assessing the ability of a tenant to pay before the tenancy starts and, where problems are identified, earlier intervention by the Income Officer or Financial Inclusion Officer is possible. This could then prevent debt accumulating.

A 'new tenant risk matrix' is in development which will help us to identify vulnerable tenants, or those at risk of tenancy failure, at a much earlier stage.

The policy has been approved by the Assistant Director of Housing and will be made available to Cabinet for their information at the meeting in October.

3.8 UNIVERSAL CREDIT

As of 1 July 2019, there were a total of **209** council tenants in receipt of Universal Credit across the two districts (up from 102 tenants in December 2018); **129** in Mid Suffolk and **161** in Babergh.

	Babergh		Mid Suffolk	
	<i>Jul 2019</i>	<i>Dec 2018</i>	<i>Jul 2019</i>	<i>Dec 2018</i>
<i>No of UC claimants</i>	161	54	129	48
<i>No. of Alternative Payment Arrangements APAs</i>	93	66	76	46

Of those, there were **76** tenants in Mid Suffolk and **93** in Babergh with Alternative Payment Arrangements (APAs) in place. APAs are requested by us as the landlord and allow the housing element of Universal credit to be paid directly to us in order to clear arrears on a claimant's rent account.

In Q1, 2019/20, the Universal Credit arrears were as follows:

- Babergh - 34.57% of the total dwelling arrears (up from 31.37% in Q4 of 2018/19). This equates to £122,210 with the average arrear per UC claimant being £759.07.
- Mid Suffolk - 29.96% of the total dwelling arrears (up from 29.37% in Q4 of 2018/19). This equates to £127,905 with the average arrear per UC claimant being £991.52.

3.9 RENT LETTERS SOUNDING BOARD

On 26th June we held a sounding board with 4 tenants (2 Babergh, 2 Mid Suffolk) to discuss how we can improve our rent letters.

The meeting was really productive and highlighted a number of ways the current letters could be improved. We are continuing work to change the letters and plan to meet with the sounding board again to review the proposed new letters once they have been drafted.

3.10 SHELTERED SCHEME RESIDENT MEETINGS

Our regular resident meetings at the sheltered housing schemes are progressing well. So far we have visited 6 schemes in Mid Suffolk 3 in Babergh.

The main topic of conversation from our point of view remains fire safety and the latest fire risk assessments but residents have raised a wide range of issues. These have included property repairs, the mobility scooter policy, community-building opportunities, concerns about some neighbours, and the keeping of pets.

3.11 MOBILITY SCOOTER POLICY CONSULTATION

From the 26 June until the 26 July we ran a consultation exercise with our sheltered housing residents on the proposed new mobility scooter policy.

The consultation went well with some really good feedback received. Our intention now is to bring this information together in a 'you said, we did' style document so we can respond to the points raised by tenants. The Policy has been approved and will be made available to Cabinet for their information at the meeting in October.

3.12 TENANT BOARD UPDATE

The Tenant Board now has 8 permanent members so is quorate and able to undertake official duties. Portfolio Holders recently met board members at an evening meeting on 12th August 2019 at the Energy from Waste plant at Great Blakenham.

The Board continues to meet monthly and is currently undertaking its first scrutiny exercise, looking at the scheduling and prioritising of repairs. The scrutiny report is due to be delivered at the end of September and will be shared with Members at Overview & Scrutiny.

3.13 NEW DFG POLICY

We have now adopted a new way of utilising the DFG budget that allows more flexibility to access the DFG budget process more quickly and opens it up to more conditions, such as helping those with mental health conditions. This includes offering Minor Adaptations Grants (MAG's) up to £5,000, which are not means tested. We have been promoting this with local organisations, on our website and through our social media pages.

As well as offering this new scheme, our Councils are linking up with local hospitals to help get residents out of hospital and closer to home and family. The Councils are now providing an adapted half-way home in which a resident can stay for a short period of time while their own property is being adapted.

3.14 VOID PERFORMANCE

At the end of Quarter 1, the cumulative voids figure for all standard voids was an average of 13 days at Babergh and 18 days at Mid Suffolk. This is a further improvement on the success achieved in the last financial year.

Performance for Standard Void Re-let Time in Days

	Babergh	Mid Suffolk
April 2018 – March 2019 (Full Year)	21	25
April 2019 – June 2019 (Quarter 1)	13	18

3.15 BUILDING SERVICES LOCALITY BASED WORKING

The operational teams within BMBS have been reconfigured to enable a more effective patch based working arrangement; dividing the two districts into 3 patches.

Each patch is covered by one team leader and one Quality Assurance surveyor enabling greater control and consistency in managing the workforce in each area.

The operational teams are scheduled work within the patch closest to their home location thereby further reducing their travel and increasing output within those areas.

3.16 AFFORDABLE HOUSING UPDATE

A total of 60 affordable homes were delivered in Mid Suffolk in 2018/19; 23 in Mid Suffolk and 37 in Babergh. This includes both new builds and acquisitions.

In Q1 of 2018/19, 6 new affordable housing units were completed in Babergh and a further 10 are expected to have completed by the end of September.

No new affordable housing units were scheduled to be completed in Mid Suffolk in the first two quarters of 2019/20.

3.17 SOCIAL HOUSING DEVELOPMENT AND ACQUISITION

In June the Babergh District Council entered into a legal agreement to acquire 29 social housing units at Wolsey Grange from Taylor Wimpey. These units will help to meet the increasing need for social housing within our districts and we hope that this agreement will lead to further partnering with Taylor Wimpey on further phases at Wolsey Grange and other sites within our district. A further 8 affordable units have been contractually committed to in Raydon and offers made on for several other units within the district.

The scheme to deliver 21 new social and affordable rent properties at Angel Court in Hadleigh has been tendered. Bids have been received and are currently being reviewed. Homes England are providing funding for this scheme and the first payment has been received for this development. A start on site is expected later this year.

Planning consent has also been obtained for 1-3 Queensland, Shotley (5 affordable units) with resolutions to grant consent for 3 affordable units at 16 Queensland, Shotley and 9 affordable units in Brantham.

Needham Market Middle School has a resolution to grant planning consent for the development of 41 units for social/affordable rent and shared ownership on site. Negotiations are nearing completion in respect of the S106 agreement. This scheme will be tendered imminently.

A planning application has been submitted for Stowmarket Middle School to provide 38 units for social/affordable rent and shared ownership on site. This application will be heard by planning committee on 18th September. A planning application will be submitted for the adjacent site known at the Community Education Centre soon which will enable both sites to be brought forward together.

Discussions have been on-going with local stakeholders in respect of the future redevelopment of Paddock House in Eye. The principles of this development have now been agreed and a detailed scheme is being prepared to enable a planning application to be submitted before the end of the year.

Offers have been submitted to acquire 139 social housing units across Bramford, Stowmarket and Thurston. Terms have also been agreed with a developer in respect of the development of 10 affordable units in Mendlesham, solicitors have been instructed to prepare a development documentation.

4. FUTURE KEY ACTIVITIES

4.1 SHELTERED SCHEME MEETINGS

The programme of scheme meetings continues until the end of the year and we have the following schemes booked in for the coming months:

Mid Suffolk:

- Jubilee Court, Stowupland – September
- Hartismere House, Laxfield - October
- St Peters Court, Claydon - October
- Weston Court, Stowmarket – November

Babergh:

- Tenterpiece, Lavenham – Oct 2019
- Parkers Way, Nayland – Dec 2019

4.2 SOCIAL HOUSING DEVELOPMENT AND ACQUISITION

Tenders will be sent out for Brantham and Shotley with a view to starting on site early in the New Year. Angel Court tender will be awarded and works to start on site before the end of the year.

Monitor and manage the acquisitions including the handover of completed units in Hintlesham, Lavenham, Raydon and Sproughton.

Tenders will be sent out for Needham Market Middle School by the end of the year, with a view to starting on site in the New Year.

Planning applications will be submitted for Community Education Centre (adjacent to Stowmarket Middle School) and Paddock House in Eye by the end of the year. Subject to planning consent being granted for Stowmarket Middle School, work will commence to prepare the site for start on site including completing any S106 agreement.

Complete the development agreement in respect of the units at Mendlesham to enable start on site as soon as possible and progress acquisitions in Bramford, Stowmarket and Thurston (subject to Mid Suffolk Council being successful in bidding for these units) whilst identifying any further opportunities for the acquisition of affordable units.

5. CONCLUSION

- 5.1 This report summarises a range of diverse activity across the Housing Directorate, there is a significant amount of work taking place currently within the service that will be presented to you in future Cabinet Member Reports.

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MID SUFFOLK DISTRICT COUNCIL CABINET MEMBER UPDATE

From: Councillor David Burn, Cabinet Member for Planning	Report Number: CMU9
To: Council	Date of meeting: 26 September 2019

TO PROVIDE AN UPDATE FROM THE CABINET MEMBER FOR PLANNING

1. Overview of Portfolio

1.1 The role includes the following responsibilities:

Ensure the Council carries out its statutory duties as Local Planning Authority
Ensure Development Management makes good quality and timely Decisions
Ensure that the Council has up-to-date Planning Policies that have a positive impact without unduly restricting development

1.2 These collectively deliver the following outcomes:

- Protect and enhance our built and natural environment
- Understand what housing and employment sites are needed
- Unlock the barriers to sustainable growth
- Help create and maintain sustainable communities
- Agree where growth goes
- Liaise with neighbouring authorities to fulfil our Duty to Cooperate

2. Recommendation

2.1 That Council notes the report.

3. Key Activities/Issues Over the Past Six Months

3.1 In Babergh, performance on planning applications (as judged by MHCLG statistics) for majors in time in the six months to the end of August 2019 was 92.3% (13 cases). On non-majors Babergh decided 98.4% applications (500 cases) in time.

3.2 In Mid Suffolk, 100% of majors (30 cases) were determined in time in the six months to the end of August 2019. On non-majors Mid Suffolk decided 96.9% applications (618 cases) in time. This improvement in timeliness results from significant work within the team including the implementation of new workflow tools available following implementation of the new planning IT system a couple of years ago.

3.3 Following a period of public consultation, Housing Land Supply Position Statements were published on 9th September 2019. These show that Babergh is able to demonstrate 5.67 years' supply and Mid Suffolk is able to demonstrate 5.66 years'. Further details can be found on the Councils' website here: <https://www.babergh.gov.uk/planning/housing-delivery/> and <https://www.midsuffolk.gov.uk/planning/housing-delivery/>.

- 3.4 In June both Councils considered and approved a Housing Delivery Test Action Plan (HDTAP) for publication. These documents were produced and published in accordance with the Government requirement to achieve HDTAPs for both Councils within six months of the Housing Delivery Test results which were published in February 2019 (so by August 2019). The 23-point Action Plan (for both Councils) carries forward parts of the Joint Homes and Housing Strategy Action Plans aimed at the increase in the supply of new dwellings together with additional focused outcomes from the HDTAP process.
- 3.5 Recruitment and retention of experienced staff remains a risk to resilient service and performance and has been flagged as a significant risk on the corporate risk register. We continue to take an approach focused on career development to invest in our own staff. The Market Factor Supplement for Planning Officers, introduced in 2018, still stands and is paid to all existing and newly appointed qualified staff.
- 3.6 Neighbourhood Plans continue to make positive progress in both Councils. In Babergh, Aldham's Plan is under Examination. Having just completed that stage, Elmsett's Plan is being readied in anticipation of advancement to a referendum and is now a material consideration with statutory weight in planning decisions locally. There are some twenty-two other neighbourhood plans being progressed across Babergh.
- 3.7 In Mid Suffolk, a local referendum on Haughley's Plan was held on 29 August and a referendum on Thurston's Plan takes place on 12 October. Having recently been through examination, the Botesdale & Rickinghall Plan is being readied in anticipation of advancement to a referendum. All three mentioned plans are now a material consideration with statutory weight in planning decisions locally. The Eye Plan is currently at Examination and, of the fourteen other plans currently being progressed across Mid Suffolk, Fressingfield is at submission consultation and Drinkstone at pre-submission consultation.
- 3.8 As part of the CIL Expenditure Framework review, several Joint Member Panel meetings have been arranged during September and October together with the consideration of a report to Joint Overview and Scrutiny. Two 'All Member' briefings have also been arranged so that views on the current scheme can be captured and outcomes at the end of the process can be fed back to Members. One of the key changes in circumstances which will have some bearing on CIL expenditure going forward is the publication of the Joint Infrastructure Delivery Plan (IDP) which sits alongside and supports the Joint Local Plan and sets out infrastructure priorities on a critical, essential and desirable basis.

Joint Local Plan Update

- 3.9 The Babergh and Mid Suffolk Joint Local Plan - Preferred Options Consultation (Reg 18) was approved by Babergh Full Council on 25th June 2019 and Mid Suffolk Full Council on 27th June 2019. This is an important document which will provide the strategy for the growth of the Districts, setting out what and where development will take place up to 2036. Residents, local businesses and stakeholders are invited to have their say on the new Babergh and Mid Suffolk Joint Local Plan.

- 3.10 The consultation commenced on Monday 22nd July. Comments must be received by 4pm on Monday 30th September 2019. Copies of the document were provided to all Councillors, sent to Town and Parish Councils and have been available at Libraries in Capel St Mary, Debenham, Elmswell, Eye, Glemsford, Great Cornard, Hadleigh, Lavenham, Long Melford, Needham Market, Shotley, Stowmarket, Stradbroke, Sudbury and Thurston.
- 3.11 During the consultation period there have been four Town and Parish Council briefings, two events specifically for Neighbourhood Planning Groups, and twenty public drop in events at local venues across both Districts. Full details of the drop in events can be found here: <https://www.babergh.gov.uk/features/have-your-say-on-our-draft-joint-local-plan/>. Details of all events have been promoted through both traditional (print, radio) and social media and posters were made available so that Parish Councils could advertise the events on local noticeboards.
- 3.12 The joint Council, cross-party, Councillor Steering Group met in the lead up to publication of the plan. This will be chaired on an alternate basis by the respective Cabinet Members for Planning and will run on a permanent basis. The group will reconvene shortly after the consultation period closes to reflect on the responses received and discuss the implications for further iterations of the plan.

4. Future Key Activities

- 4.1 Continuing to deal with Planning applications in a high quality and timely way remains a priority. A number of significant items will be coming to planning committees including market-led proposals for occupation on our key strategic employment sites and new residential proposals being developed in-line with the emerging JLP, alongside detailed reserved matters applications for sites with outline permission, giving confidence in delivery going forward.
- 4.2 With a number of Neighbourhood Plans reaching submission and examination stage it remains important that we continue to provide effective support to the groups working on them.
- 4.3 The CIL Expenditure Framework review will continue and any revisions will result in reports being brought to Full Council in each respective Council prior to Bid round 5 opening in May 2020. Alongside the review, bids for future infrastructure projects will continue to be received and developed and where appropriate presented to both Council's Cabinet for determination.
- 4.4 The Councils will publish their Joint Annual Monitoring Review during September.

5. Conclusion

- 5.1 The service continues to deal with high demand on a day-to-day basis as well as several significant projects. It is vitally important to maintain momentum and engagement on the Joint Local Plan. Refining the Councils' approach and governance around CIL Expenditure is also high priority. At the same time, it is important that we retain focus on decisions made on individual planning applications and continue to improve the efficiency and quality of our decision-making processes.

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Agenda Item 11a

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

TO:	Joint Audit & Standards Committee	REPORT NUMBER: JAC/19/4
FROM:	Katherine Steel, Assistant Director, Corporate Resources	DATE OF MEETING: 29 July 2019
OFFICER:	Melissa Evans, Corporate Manager, Finance Sue Palmer, Senior Financial Services Officer	KEY DECISION REF NO. N/A

ANNUAL TREASURY MANAGEMENT REPORT – 2018/19

1. PURPOSE OF REPORT

- 1.1 The report is part of the Councils' management and governance arrangements for Treasury Management activity under the CIPFA Code of Practice on Treasury Management ("the Code"). It provides Members with a comprehensive assessment of activities for the financial year 2018/19.
- 1.2 The report specifically sets out the performance of the treasury management function, the effects of the decisions taken, and the transactions executed in the past year and any circumstances of non-compliance with the Councils' treasury management policy statement and treasury management practices.
- 1.3 The report also includes performance on Prudential Indicators which were set in the 2018/19 Treasury Management Strategy (shown in Appendix E).
- 1.4 The figures contained in this report are subject to the external auditor's review which should be concluded by the end of September.

2. OPTIONS CONSIDERED

- 2.1 This report fulfils the Councils' legal obligations to have regard to the Code and there are no options to consider.

3. RECOMMENDATION TO BOTH COUNCILS

- 3.1 That the Treasury Management activity for the year 2018/19 be noted. Further, that it be noted that performance was in line with the Prudential Indicators set for 2018/19.

RECOMMENDATION TO BABERGH COUNCIL

- 3.2 That it be noted that Babergh District Council treasury management activity for 2018/19 was in accordance with the approved Treasury Management Strategy, and that, except for one occasion when the Council exceeded its daily bank account limit with Lloyds by £391k, as mentioned in Appendix C, paragraph 4.6, the Council has complied with all the Treasury Management Indicators for this period.

RECOMMENDATION TO MID SUFFOLK COUNCIL

- 3.3 That it be noted that Mid Suffolk District Council treasury management activity for 2018/19 was in accordance with the approved Treasury Management Strategy, and that the Council has complied with all the Treasury Management Indicators for this period.

REASON FOR DECISION

It is a requirement of the Code of Practice on Treasury Management that full Council notes the position for the financial year 2018/19.

4. KEY INFORMATION

- 4.1 The 2018/19 Treasury Management Strategy for both Councils was approved in February 2018.
- 4.2 The strategy and activities are affected by a number of factors, including the regulatory framework, economic conditions, best practice and interest rate/liquidity risk. The attached appendices summarise the regulatory framework, economic background and information on key activities for the financial year.
- 4.3 The Half Year Report on Treasury Management 2018/19 was presented to Members at the Joint Audit and Standards Committee on 12 November 2018.
- 4.4 The Treasury Management Indicators aim to ensure that the capital investments of local authorities are affordable, prudent and sustainable and that treasury management decisions are taken in accordance with good professional practice.
- 4.5 Appendix D shows the position on key Treasury Management Indicators for 2018/19.
- 4.6 The following key points relating to activity for the year are set out below:
- UK labour market data for January 2019 showed the unemployment rate at a new low of 3.9%. However real wages (adjusted for inflation) grew by 1.4%.
 - Annual GDP was 1.4%, Economic growth slowed to 0.2% in the fourth quarter as weaker expansion in production, construction and services dragged down overall activity.
 - The Bank of England's Monetary Policy Committee (MPC) raised the official Bank Rate by 0.25% to 0.75% in August 2018.
 - Investment of surplus funds - As market conditions, credit ratings and Bank ring fencing have changed during the year, institutions that the Councils invest with and the period of the investments have been reviewed.
 - Credit risk scores were within the benchmark A- credit ratings.
 - Babergh's long-term debt increased by £10.75m offset by a reduction in short-term debt of £5m, to take advantage of low PWLB rates. This was mainly for the £12.5m of approved investment in the non-treasury investments of CIFCO Ltd.

- Mid Suffolk’s long-term debt increased by £38.2m, offset by the repayment of £11m short term borrowing, to take advantage of low PWLB rates. This was mainly due to the £12.5m of approved investment in the non-treasury investments of CIFCO Ltd. and £16m in Gateway 14 Ltd.

4.7 Specific highlights relating to 2018/19 activity are provided below:

Area/Activity	Babergh	Mid Suffolk	Comments
Long Term Borrowing – average interest rate	2.82%	3.07%	All at fixed rates
Credit Risk Scores during the year (value weighted average)	5.17 – 6.21	5.16– 5.85	Both within the score for the approved A- credit rating for investment counterparties
Compliance with Prudential Indicators	✓	✓	See Appendix E

4.8 The Section 151 Officer can report that, except for one occasion when Babergh exceeded its daily bank account limit with Lloyds by £391k, as mentioned in Appendix C, paragraphs 4.5 and 4.6, all treasury management activities undertaken complied fully with the CIPFA Code of Practice and the Councils’ approved Treasury Management Strategy.

5. LINKS TO JOINT STRATEGIC PLAN

5.1 Ensuring that the Councils have the resources available underpins the ability to achieve the priorities set out in the Joint Strategic Plan.

6. FINANCIAL IMPLICATIONS

6.1 As detailed in the report and appendices.

7. LEGAL IMPLICATIONS

7.1 The legal status of the Treasury Management Code derives in England from regulations issued under the Local Government Act 2003 (the 2003 Act).

7.2 Local authorities are required by regulation to have regard to the Prudential Code when carrying out their duties under Part 1 of the 2003 Act.

7.3 The latest statutory guidance on local government investments was issued under section 15(1)(a) of the 2003 Act and effective for financial years commencing on or after 1 April 2018. Under that section local authorities are required to “have regard” to “such guidance as the Secretary of State may issue”.

8. RISK MANAGEMENT

8.1 This report is most closely linked to the Councils’ Significant Risk Register, Risk no. 5d. “We may be unable to respond in a timely and effective way to financial demands”.

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the Councils lose the investments this will impact on their ability to deliver services.	Highly Unlikely (1)	Bad (3)	Strict lending criteria for high credit rated institutions.
If the Councils achieve a poorer return on investments than planned, there will be fewer resources available to deliver services.	Unlikely (2)	Noticeable (2)	Focus is on security and liquidity, and careful cash flow management in accordance with the TM Strategy is undertaken throughout the year.
If the Councils have liquidity problems, then they will be unable to meet their short-term liabilities.	Unlikely (2)	Noticeable (2)	As above.

9. CONSULTATIONS

10. Regular meetings have taken place with the Councils' Treasury advisors, Arlingclose, who also provide important updates on treasury management issues as they arise.

11. EQUALITY ANALYSIS

- 11.1 An equality analysis has not been completed because the report content does not have any impact on the protected characteristics.

12. ENVIRONMENTAL IMPLICATIONS

- 12.1 None directly related to this report.

13. APPENDICES

Title	Location
(a) Background, Economy and Outlook	Appendix A
(b) Borrowing Strategy	Appendix B
(c) Investment activity	Appendix C
(d) Treasury Management Indicators	Appendix D
(e) Prudential Indicators	Appendix E
(f) Glossary of Terms	Appendix F

14. BACKGROUND DOCUMENTS

- 14.1 CIPFA's Code of Practice on Treasury Management ("the Code").
- 14.2 Joint Treasury Management Strategy 2018/19 (Paper JAC/17/15)
- 14.3 Half Year Report on Treasury Management 2018/19 (Paper JAC/18/8)

Background, Economy and Outlook

1. Introduction

- 1.1. In February 2012 the Councils adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the "CIPFA Code") which requires the Councils to approve treasury management half year and annual reports.
- 1.2. The Joint Treasury Management Strategy for 2018/19 was approved at both full Councils in February 2018. Babergh District Council and Mid Suffolk District Council have borrowed and invested substantial sums of money and both are therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remains central to the Councils' Treasury Management Strategy.
- 1.3. Treasury risk management at the Councils is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2017 Edition (the CIPFA Code) which requires the Councils to approve a treasury management strategy before the start of each financial year and, as a minimum, a half year and annual treasury outturn report. This report fulfils the Councils' legal obligation under the Local Government Act 2003 to have regard to the CIPFA Code.
- 1.4. The 2017 Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Councils' first Capital Strategy, for the financial year 2019/20, complying with CIPFA's Code requirement, was approved by both full Councils in February 2019.

2. External Context

2.1. Economic background:

- 2.1.1. After spiking at over \$85/barrel in October 2018, oil prices fell back sharply by the end of the year, declining to just over \$50 in late December before steadily climbing toward \$70 in April 2019. UK Consumer Price Inflation (CPI) for February 2019 was up 1.9% year-on-year, just above the consensus forecast but broadly in line with the Bank of England's February Inflation Report. The most recent labour market data for the three months to January 2019 showed the unemployment rate fell to a new low of 3.9% while the employment rate of 76.1% was the highest on record. The 3-month average annual growth rate for pay excluding bonuses was 3.4% as wages continue to rise steadily and provide some upward pressure on general inflation. Once adjusted for inflation, real wages were up 1.4%.
- 2.1.2. After rising to 0.6% in the third calendar quarter from 0.4% in the second, fourth quarter economic growth slowed to 0.2% as weaker expansion in production, construction and services dragged down overall activity. Annual GDP growth at 1.4% continues to remain below trend. Following the Bank of England's decision to increase Bank Rate to 0.75% in August 2018, no changes to monetary policy have been made since.

- 2.1.3. The US Federal Reserve continued its tightening bias throughout 2018, pushing rates to the 2.25%-2.50% range in December. However, a recent softening in US data caused the Fed to signal a pause in hiking interest rates at the last Federal Open Market Committee (FOMC) meeting in March.
- 2.1.4. With 29 March 2019, the original EU 'exit day' now been and gone, there is still uncertainty surrounding the manner of the UK's departure on the latest proposed date of 31 October 2019. This will depend on the approach taken by whoever is elected as the next Prime Minister. The EU must grant any extension and its leaders have been clear that the terms of the deal are not up for further negotiation. The ongoing uncertainty continues to weigh on sterling and UK markets.
- 2.1.5. While the domestic focus has been on Brexit's potential impact on the UK economy, globally the first quarter of 2019 has been overshadowed by a gathering level of broader based economic uncertainty. The US continues to be set on a path of protectionist trade policies and tensions with China in particular, but with the potential for this to spill over into wider trade relationships, most notably with the EU. The EU itself appeared to be showing signs of a rapid slowdown in economic growth with the major engines of its economy, Germany and France, both suffering misfires from downturns in manufacturing alongside continued domestic/populist unrest in France. The International Monetary Fund downgraded its forecasts for global economic growth in 2019 and beyond as a consequence.

2.2. Financial Markets:

- 2.2.1. December was a month to forget in terms of performance of riskier asset classes, most notably equities. The FTSE 100 (a good indicator of global corporate sentiment) returned -8.8% assuming dividends were reinvested; in pure price terms it fell around 13%. However, since the beginning of 2019 markets have rallied, and the FTSE 100 and FTSE All share indices were both around 10% higher than at the end of 2018.
- 2.2.2. Gilt yields continued to display significant volatility over the period on the back of ongoing economic and political uncertainty in the UK and Europe. After rising in October, gilts regained their safe-haven status throughout December and into the new year; the 5-year benchmark gilt yield fell as low as 0.80% and there were similar falls in the 10-year and 20-year gilts over the same period dropping from 1.73% to 1.08% and from 1.90% to 1.55%. The increase in Bank Rate pushed up money markets rates over the year and 1-month, 3-month and 12-month LIBID (London Interbank Bid) rates averaged 0.53%, 0.67% and 0.94% respectively over the period.
- 2.2.3. Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth is not just a UK phenomenon but a global risk. During March the US yield curve inverted (10-year Treasury yields were lower than US 3-month money market rates) and German 10-year Bund yields turned negative. The drivers are a significant shift in global economic growth prospects and subsequent official interest rate expectations given its impact on inflation expectations.

2.2.4. Further to this is world trade growth which collapsed at the end of 2018 falling by 1.8% year-on-year. A large proportion of this downturn in trade can be ascribed to the ongoing trade tensions between the US and China which despite some moderation in January does suggest that the International Monetary Fund's (IMF) and Organisation for Economic Co-Operation & Development's (OECD) forecasts for global growth in 2019 of 3.5% might need to be revised downwards.

2.3. Credit background:

2.3.1. Credit Default Swap (CDS) spreads drifted up towards the end of 2018 on the back of Brexit uncertainty before declining again in 2019 and continuing to remain low in historical terms. After hitting around 129 basis points in December 2018, the spread on non-ringfenced bank NatWest Markets plc fell back to around 96bps at the end of March, while for the ringfenced entity, National Westminster Bank plc, the CDS spread held relatively steady around 40bps. The other main UK banks, as yet not separated into ringfenced and non-ringfenced from a CDS perspective, traded between 33 and 79bps at the end of the period.

2.3.2. The ringfencing of the big four UK banks (Barclays, Bank of Scotland/Lloyds, HSBC and RBS/Natwest Bank plc) transferred their business lines into retail (ringfenced) and investment banking (non-ringfenced) entities.

2.3.3. In February, Fitch put the UK AA sovereign long-term rating on Rating Watch Negative as a result of Brexit uncertainty, following this move with the same treatment for UK banks and a number of government-related entities.

2.3.4. There were minimal other credit rating changes during the period. Moody's revised the outlook on Santander UK to positive from stable to reflect the bank's expected issuance plans which will provide additional protection for its senior unsecured debt and deposits.

3. Local Context

3.1. On 31 March 2019, Babergh had net borrowing of £101.016m and Mid Suffolk had net borrowing of £125.829m arising from revenue and capital income and expenditure activities. This is an increase of £7.499m for Babergh and £18.267m for Mid Suffolk from the 31 March 2018 position.

3.2. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors and the year-on-year change are summarised in Table 1 as follows.

3.3. Table 1: Borrowing Summary

Babergh	31.3.18 Actual £m	2018/19 Movement £m	31.3.19 Actual £m
General Fund CFR	31.170	13.956	45.126
HRA CFR	86.848	(0.175)	86.673
Total CFR	118.018	13.781	131.799
Borrowing CFR			
Less: Usable reserves	(27.084)	(5.626)	(32.710)
Add: Working Capital	2.583	(0.656)	1.927
Net Borrowing Requirement	93.517	7.499	101.016

Mid Suffolk	31.3.18 Actual £m	2018/19 Movement £m	31.3.19 Actual £m
General Fund CFR	35.817	30.468	66.285
HRA CFR	86.759	1.211	87.970
Total CFR	122.576	31.679	154.255
Borrowing CFR			
Less: Usable reserves	(30.736)	(6.119)	(36.855)
Add: Working Capital	15.722	(7.293)	8.429
Net Borrowing Requirement	107.562	18.267	125.829

3.4. Both Councils' net borrowing requirement has increased due to a rise in the CFR as new capital expenditure was higher than the financing applied, including minimum revenue provision. This was offset by an increase in usable reserves and a decrease in working capital due to the timing of receipts and payments and an increase in long term borrowing.

3.5. The current strategy is to maintain borrowing and investments below their underlying levels, sometimes known as internal borrowing, to reduce risk and keep interest costs low.

3.6. Table 2: Treasury Management Summary

3.7. The actual treasury management activity and position at 31 March 2019 and the year-on-year change is shown in Table 2 as follows.

Appendix A cont'd

Babergh	31.3.18 Balance	2018/19 Movement	31.3.19 Balance	31.3.19 Average Rate
	£m	£m	£m	%
Long-term borrowing	86.297	10.750	97.047	2.82%
Short-term borrowing	12.000	(5.000)	7.000	0.93%
Total borrowing	98.297	5.750	104.047	
Long-term investments	9.638	(0.208)	9.430	4.91%
Cash and Cash equivalents	2.445	(0.024)	2.421	0.56%
Total investments	12.083	(0.232)	11.851	
Net Borrowing	86.214	5.982	92.196	

Mid Suffolk	31.3.18 Balance	2018/19 Movement	31.3.19 Balance	31.3.19 Average Rate
	£m	£m	£m	%
Long-term borrowing	74.087	38.200	112.287	3.07%
Short-term borrowing	29.000	(11.000)	18.000	0.91%
Total borrowing	103.087	27.200	130.287	
Long-term investments	9.642	(0.219)	9.423	4.82%
Cash and Cash equivalents	2.394	0.486	2.880	0.59%
Total investments	12.036	0.267	12.303	
Net Borrowing	91.051	26.933	117.984	

3.8. The figures in Table 2 are from the balance sheet in the statement of accounts, adjusted to exclude operational cash, accrued interest and other accounting adjustments.

3.9. Babergh and Mid Suffolk have both increased net borrowing to finance capital expenditure mainly in relation to CIFCO Ltd (both councils) and Gateway 14 Ltd (Mid Suffolk).

1. Borrowing Strategy during the year

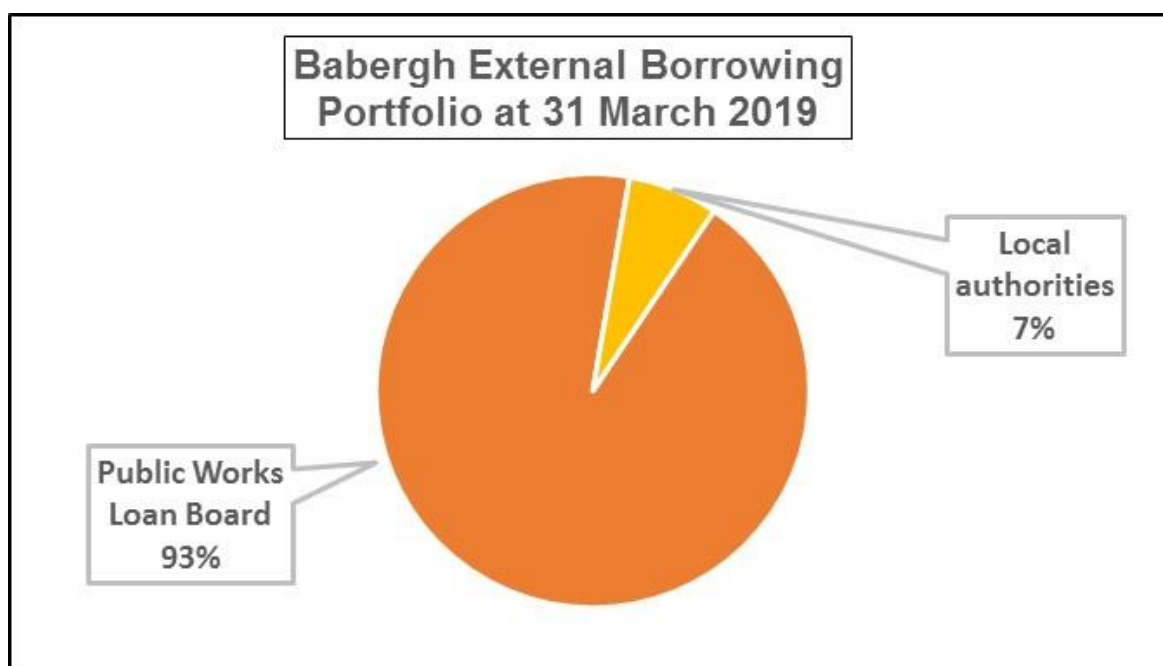
1.1. At 31 March 2019, Babergh held £104.047m of loans and Mid Suffolk £130.287m. This was an increase for Babergh of £5.75m and an increase of £27.2m for Mid Suffolk on the previous year. These increases are part of both Councils' strategy for funding previous years' capital programmes. The year-end borrowing position and the year-on-year change is shown in Table 3 that follows.

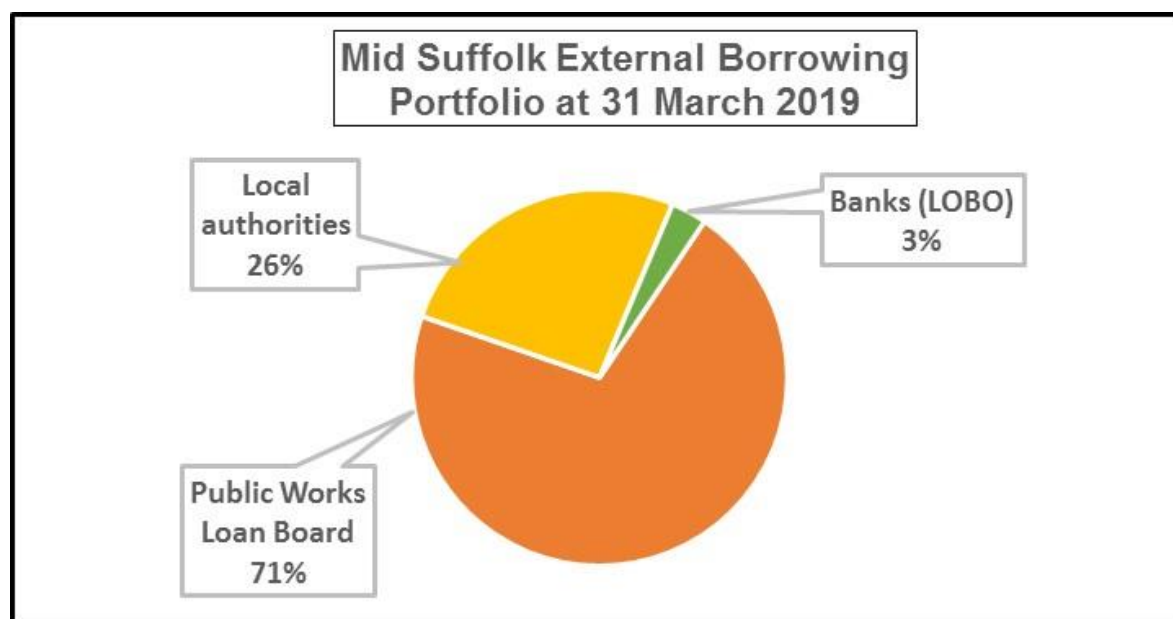
1.2. Table 3: Borrowing Position

Babergh	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m	31.3.19 Average Rate %
Public Works Loan Board	86.297	10.750	97.047	2.82%
Local authorities (short-term)	12.000	(5.000)	7.000	0.93%
Total borrowing	98.297	5.750	104.047	

Mid Suffolk	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m	31.3.19 Average Rate %
Public Works Loan Board	70.087	22.200	92.287	3.79%
Banks (LOBO)	4.000	0.000	4.000	4.21%
Local authorities (medium / long-term)	0.000	16.000	16.000	1.20%
Local authorities (short-term)	29.000	(11.000)	18.000	0.91%
Total borrowing	103.087	27.200	130.287	

1.3. Table 3 - Charts: Borrowing Position





- 1.4. The Councils' objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with a secondary objective of flexibility to renegotiate loans should the Councils' long-term plans change.
- 1.5. As the Councils have increasing CFR's due to the capital programme and an estimated borrowing requirement as determined by the Liability Benchmark which also takes into account usable reserves and working capital, Babergh borrowed an additional £11.25m and Mid Suffolk £38.5m medium/longer-term fixed rate loans during 2018/19 to provide some longer-term certainty and stability to the debt portfolio and stay within short term borrowing limits.

1.6. **Table 4 – Medium / Long Term Borrowing Position**

Babergh Long-dated Loans borrowed	Amount £m	Rate %	Period (Years)
PWLB Annuity Loan 1	6.250	2.63%	50
PWLB Annuity Loan 2	5.000	1.71%	10
Total borrowing	11.250		

Mid Suffolk Long-dated Loans borrowed	Amount £m	Rate %	Period (Years)
PWLB Annuity Loan 1	12.500	2.63%	50
PWLB Annuity Loan 2	10.000	1.71%	10
Local authority Maturity Loan 1	6.000	1.20%	2
Local authority Maturity Loan 2	5.000	1.20%	2
Local authority Maturity Loan 3	5.000	1.20%	2
Total borrowing	38.500		

Appendix B cont'd

- 1.7. LOBO loans: Mid Suffolk continues to hold £4m of LOBO loans (Lender's Option Borrower's Option) where the lender has the option to propose an increase in the interest rate at set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. The banks did not exercise their option during 2018/19.

1. Treasury Investment Activity

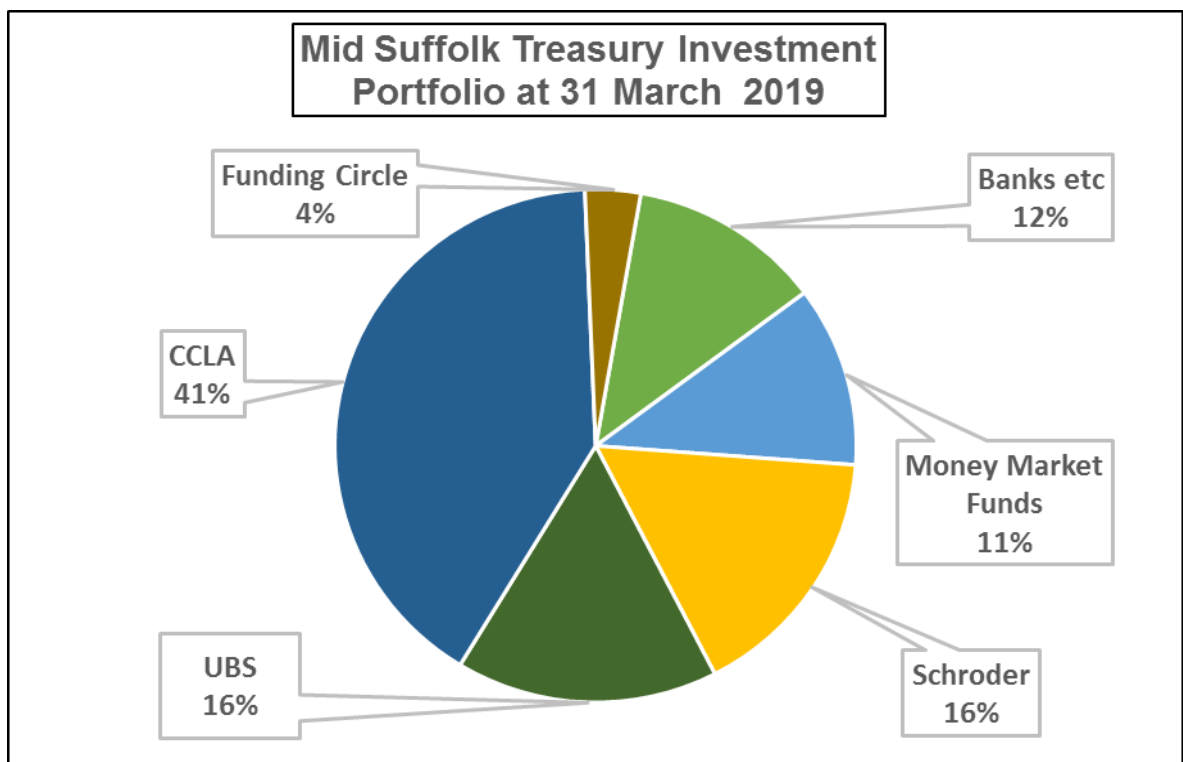
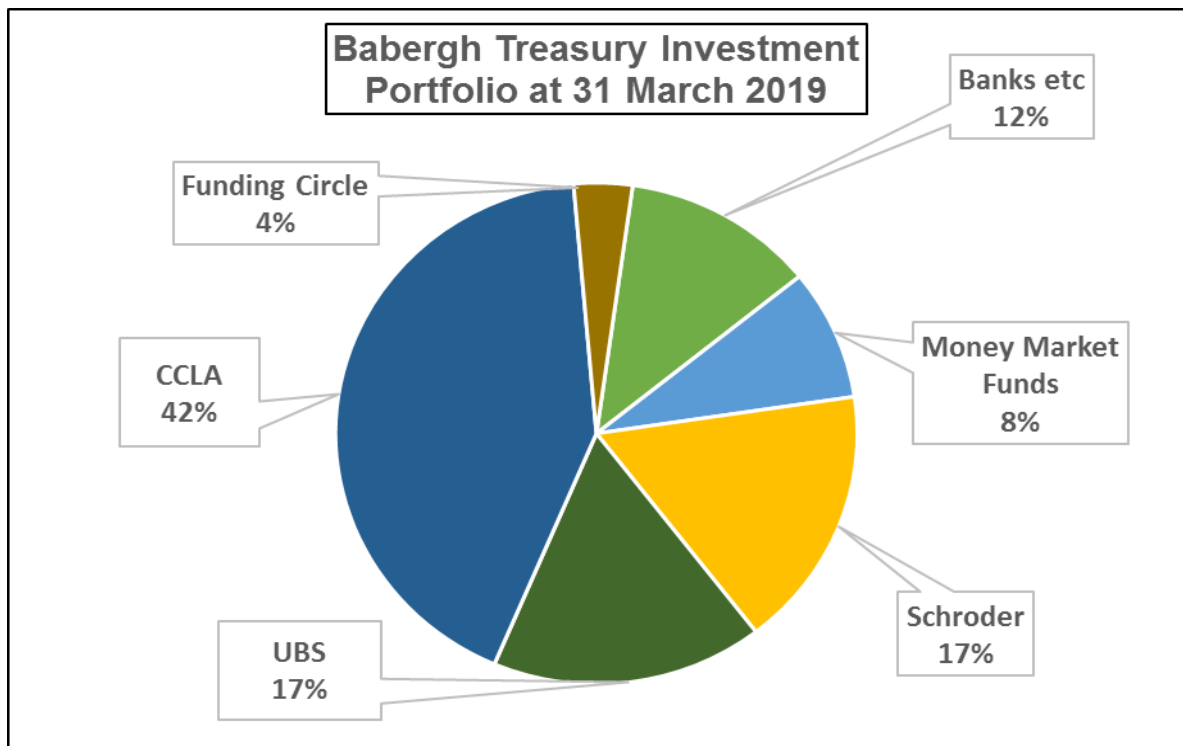
1.1. Babergh and Mid Suffolk hold invested funds, representing income received in advance of expenditure plus balances and reserves. During 2018/19, Babergh's investment balance ranged between £11.105m and £28.766m. Mid Suffolk's investment balance ranged between £10.687m and £38.061m. These movements are due to timing differences between income and expenditure. The year-end investment position and the year-on-year changes are shown in Table 5 as follows.

1.2. Table 5: Treasury Investment Position

Babergh	31.3.18 Balance	2018/19 Movement	31.3.19 Balance	31.3.19 Average Rate
	£m	£m	£m	%
Banks & building societies (unsecured)	1.445	(0.024)	1.421	0.56%
Money Market Funds	1.000	0.000	1.000	0.56%
Schroder	2.000	0.000	2.000	7.20%
UBS	2.000	0.000	2.000	4.09%
CCLA	5.000	0.000	5.000	4.32%
Funding Circle	0.638	(0.208)	0.430	5.02%
Total investments	12.083	(0.232)	11.851	

Mid Suffolk	31.3.18 Balance	2018/19 Movement	31.3.19 Balance	31.3.19 Average Rate
	£m	£m	£m	%
Banks & building societies (unsecured)	0.894	0.586	1.480	0.54%
Money Market Funds	1.500	(0.100)	1.400	0.64%
Schroder	2.000	0.000	2.000	7.20%
UBS	2.000	0.000	2.000	4.08%
CCLA	5.000	0.000	5.000	4.17%
Funding Circle	0.642	(0.219)	0.423	4.78%
Total investments	12.036	0.267	12.303	

1.3. Table 5 - Charts: Investment Position at 31 March 2019.



1.4. Both the CIPFA Code and government guidance requires Councils to invest their funds prudently, and to have regard to the security and liquidity of their treasury investments before seeking the optimum rate of return, or yield. The Councils' objectives when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

1.5. Babergh and Mid Suffolk have both followed the treasury management strategy to move investments into long term pooled funds. Given the increasing risk and falling returns from short-term unsecured bank investments, the Councils diversified into more higher yielding asset classes; pooled property, multi asset and equity funds. As a result, investment risk was diversified. While the average rate of return has reduced during the year, it is still higher than the comparable average returns of Arlingclose's other clients. The progression of risk and return metrics are shown in the extracts from Arlingclose's quarterly investment benchmarking for the year end in Table 6 that follows.

1.6. **Table 6: Investment Benchmarking - Treasury investments managed in-house**

Babergh	Credit Score	Credit Rating	Bail-in Exposure	Rate of Return
At 31.03.2018	6.21	A	85%	5.10%
At 31.03.2019	5.17	A+	92%	4.13%
Similar Local authorities	4.13	AA-	53%	1.75%
All Local authorities	4.20	AA-	55%	1.45%

Mid Suffolk	Credit Score	Credit Rating	Bail-in Exposure	Rate of Return
At 31.03.2018	5.85	A	85%	5.08%
At 31.03.2019	5.16	A+	93%	4.00%
Similar Local authorities	4.13	AA-	53%	1.75%
All Local authorities	4.20	AA-	55%	1.45%

1.7. Bail-in involves the shareholders and creditors of a failing financial institution meeting the costs, instead of the government. As Babergh and Mid Suffolk have relatively small investment portfolios their bail-in exposure is proportionately higher than the local authorities in Arlingclose's benchmarking group. Babergh and Mid Suffolk have chosen to adopt a strategy of generating higher returns by investing funds available in banks and strategic pooled funds.

1.8. Babergh has £9.430m of externally managed pooled equity, property and multi assets funds which generated an average total income return, since the date of the initial investments, of £1.380m (4.13%) which is used to support service provision.

1.9. Mid Suffolk has £9.423m of externally managed pooled equity, property and multi assets funds which generated an average total income return, since the date of the initial investments, of £1.226m (4.00%) which is used to support service provision.

1.10. These funds have no defined maturity date but are available for withdrawal after a notice period. Their performance and continued suitability in meeting the Councils' investment objectives are regularly reviewed. In light of their performance and the Councils' latest cash flow forecasts, investment in these funds has been maintained, except for Funding Circle which is being reduced over the period of the repayment of the remaining loans.

- 1.11. During the year the Ministry of Housing, Communities and Local Government (MHCLG) consulted on statutory overrides relating to the IFRS 9 Financial Instruments accounting standard effective from 2018/19. The consultation recognised that the requirement in IFRS 9 for certain investments to be accounted for as fair value through profit and loss may introduce “more income statement volatility” which may impact on budget calculations. As a result of the consultations a time-limited statutory override of 5 years was applied to pooled funds and this was applied in both Councils’ statements of accounts for 2018/19.
- 1.12. **Readiness for Brexit:** With little by way of political clarity as to the exact date on whether there would be an agreed deal prior to leaving the EU and to be prepared for the outside chance of a particularly disruptive Brexit (such as last-minute no-deal) on 29 March 2019, the Councils ensured there were enough accounts open at UK domiciled banks and Money Market Funds to hold sufficient liquidity over the year end and that its account with the Debt Management Account Deposit Facility (DMADF) remained available for use in an emergency. It is intended to adopt a similar approach to prepare for the impact of Brexit in view of the uncertainty around the latest proposed leaving date of 31 October 2019.
- 1.13. The Councils’ borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short- and long-term borrowing was maintained.

2 Non-Treasury Holdings and Other Investment Activity

- 2.1 The definition of investments in CIPFA’s revised Treasury Management Code now covers all the financial assets of the Councils as well as other non-financial assets which the Councils hold primarily for financial return. This is replicated in MHCLG’s Investment Guidance, in which the definition of investments is further broadened to include all such assets held partially for financial return.

2.2 Investment Property

- 2.2.1 During 2016/17 Babergh purchased Borehamgate Shopping Centre in Sudbury for £3.56m. This has been classified as an investment property and on 31 March 2019, it was assessed at fair value of £2.905m. Net Income, after the deduction of direct costs, was £177k in 2018/19 (£260k in 2017/18). The reduction in income is due to units becoming vacant and is being actively managed by officers to try and secure new tenants.

2.3 Trading Companies

- 2.3.1 At the 31 March 2019 Babergh held £2.610m of equity in BDC (Suffolk Holdings) Ltd. and after losses incurred by the company this is valued at £301k. Babergh also has £23.431m of loans (valued at £23.301m after £130k impairment allowance) in Capital Investment Fund Company (CIFCO Ltd), a subsidiary of BDC (Suffolk Holdings) Ltd. These loans have generated £868k of investment income since the start of trading. The net position after borrowing costs is shown in Table 7.
- 2.3.2 Babergh’s 50% share of the loss made by CIFCO Ltd was £2.309m and is reflected in the reduced value of the Council’s equity holding in the company. This was mainly due to the downward valuation of the company’s investment properties which was charged to their profit or loss account.

- 2.3.3 At the 31 March 2019 Mid Suffolk held £4.232m of equity in MSDC (Suffolk Holdings) Ltd and after losses incurred by the company this is valued at £398k. Mid Suffolk also has £23.431m of loans (valued at £23.301m after £130k impairment allowance) in Capital Investment Fund Company (CIFCO Ltd), a subsidiary of MSDC (Suffolk Holdings) Ltd. These loans have generated £868k of investment income since the start of trading. The net position after borrowing costs is shown in Table 7.
- 2.3.4 Mid Suffolk also held £14.602m of loans (valued at £14.521m after £81k impairment allowance) on 31 March 2019 in another subsidiary of MSDC (Suffolk Holdings) Ltd, Gateway 14 Ltd, which has generated £469k of accrued investment income since the initial loans were advanced by the Council in August 2018.
- 2.3.5 Mid Suffolk also had a 50% share of the loss made by CIFCO Ltd (£2.309m), as explained in paragraph 2.3.2 above.
- 2.3.6 In addition, the loss incurred by Gateway 14 Ltd was £1.525m resulting in a reduction in the Council's overall equity holding of £3.834m. This company is still in the early stages of developing land and building projects for which it was created and has yet to generate income.

3 Treasury Performance

3.1 The Councils measure the financial performance of treasury management activities in terms of their impact on the General Fund and Housing Revenue Account revenue budgets as shown in Table 7 that follows.

3.2 **Table 7 Treasury Activity - Performance**

Babergh	2018/19 Budget	2018/19 Actual	Variance Adverse/ (Favourable)	2018/19 Compared to budget
	£m	£m	£m	%
Interest Receivable				
General Fund	(0.437)	(0.459)	(0.022)	105.1
Housing Revenue Account	(0.015)	(0.024)	(0.010)	166.0
CIFCO Ltd	(1.064)	(0.782)	0.282	73.5
Total Interest Receivable	(1.516)	(1.265)	0.250	83.5
Interest Payable				
General Fund	0.018	0.000	(0.018)	0.0
Housing Revenue Account	2.847	2.831	(0.016)	99.4
CIFCO Ltd	0.594	0.118	(0.476)	19.9
Total Interest Payable	3.458	2.949	(0.509)	85.3
Net Interest				
General Fund	(0.419)	(0.459)	(0.040)	109.5
Housing Revenue Account	2.832	2.806	(0.026)	99.1
CIFCO Ltd	(0.470)	(0.663)	(0.193)	141.1
Total Net Interest	1.943	1.684	(0.259)	86.7

Mid Suffolk	2018/19 Budget	2018/19 Actual	Variance Adverse/ (Favourable)	2018/19 Compared to budget
	£m	£m	£m	%
Interest Receivable				
General Fund	(0.437)	(0.490)	(0.053)	112.1
Housing Revenue Account	(0.010)	(0.015)	(0.005)	145.1
CIFCO Ltd	(1.064)	(0.782)	0.282	73.5
Gateway 14 Ltd	(0.470)	(0.469)	0.001	99.8
Total Interest Receivable	(1.981)	(1.755)	0.226	88.6
Interest Payable				
General Fund	0.130	0.048	(0.082)	37.0
Housing Revenue Account	2.754	2.693	(0.060)	97.8
CIFCO Ltd	1.029	0.235	(0.794)	22.8
Gateway 14 Ltd	0.000	0.141	0.141	100.0
Total Interest Payable	3.912	3.117	(0.795)	79.7
Net Interest				
General Fund	(0.307)	(0.442)	(0.135)	143.9
Housing Revenue Account	2.744	2.679	(0.065)	97.6
CIFCO Ltd	(0.035)	(0.547)	(0.511)	1,551.4
Gateway 14 Ltd	(0.470)	(0.328)	0.142	69.7
Total Net Interest	1.932	1.363	(0.569)	70.5

- 3.3 The interest receivable for Babergh and Mid Suffolk were both under budget by £250k and £226k respectively. This is due to investments in CIFCO Ltd and Gateway 14 Ltd being deferred whilst suitable properties to purchase were being identified.
- 3.4 The total interest payable for the year was under budget by £509k for Babergh and £795k for Mid Suffolk. This is due to the timing of the purchases for CIFCO Ltd as explained in 3.3 above and using short term local authority borrowing to fund CIFCO Ltd and Gateway 14 Ltd at lower rates. All Babergh's short term borrowing was attributable to CIFCO Ltd only.
- 3.5 **Long term investment returns**

Babergh and Mid Suffolk have both invested in long term pooled funds. Tables 8.1 to 8.4 that follow show details of how these investments have performed during 2017/18 and 2018/19.

3.5.1 Table 8.1 CCLA Performance

CCLA	Babergh				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	5.000	0.000	5.000	0.000	5.000
Investment Valuation	4.778	0.149	4.927	0.077	5.004
Cumulative Net Interest received from date of initial investment	0.356	0.227	0.583	0.216	0.799
Annual Performance					
Net Interest received in year	0.221	0.007	0.227	(0.011)	0.216
Average Rate of Return for year	4.97%	-0.43%	4.54%	-0.22%	4.32%

CCLA	Mid Suffolk				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	5.000	0.000	5.000	0.000	5.000
Investment Valuation	4.704	0.147	4.851	0.075	4.927
Cumulative Net Interest received from date of initial investment	0.311	0.224	0.534	0.208	0.743
Annual Performance					
Net Interest received in year	0.215	0.008	0.224	(0.015)	0.208
Average Rate of Return for year	4.87%	-0.40%	4.47%	-0.30%	4.17%

3.5.2 Babergh and Mid Suffolk both invested into the Schroder Income maximiser fund on 10 February 2017.

3.5.3 Table 8.2 Schroder Performance

Schroder Maximiser Fund	Babergh				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	2.000	0.000	2.000	0.000	2.000
Investment Valuation	1.975	(0.048)	1.927	(0.051)	1.876
Cumulative Net Interest received from date of initial investment	0.036	0.137	0.173	0.144	0.317
Annual Performance					
Net Interest received in year	0.036	0.102	0.137	0.007	0.144
Average Rate of Return for year	5.95%	0.91%	6.86%	0.35%	7.20%

Schroder Maximiser Fund	Mid Suffolk				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	2.000	0.000	2.000	0.000	2.000
Investment Valuation	1.975	(0.048)	1.927	(0.051)	1.876
Cumulative Net Interest received from date of initial investment	0.036	0.137	0.173	0.144	0.317
Annual Performance					
Net Interest received in year	0.036	0.102	0.137	0.007	0.144
Average Rate of Return for year	5.95%	0.91%	6.86%	0.35%	7.20%

3.5.4 Babergh invested in the UBS Multi Asset income fund on 26 November 2015, whilst Mid Suffolk invested in the fund on 28 March 2017.

3.5.5 Table 8.3 UBS Performance

UBS	Babergh				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	2.000	0.000	2.000	0.000	2.000
Investment Valuation	2.008	(0.085)	1.923	(0.024)	1.899
Cumulative Net Interest received from date of initial investment	0.118	0.075	0.192	0.082	0.274
Annual Performance					
Net Interest received in year	0.084	(0.009)	0.075	0.007	0.082
Average Rate of Return for year	4.19%	-0.45%	3.74%	0.35%	4.09%

UBS	Mid Suffolk				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	2.000	0.000	2.000	0.000	2.000
Investment Valuation	2.004	(0.084)	1.920	(0.024)	1.896
Cumulative Net Interest received from date of initial investment	0.022	0.075	0.096	0.082	0.178
Annual Performance					
Net Interest received in year	0.022	0.053	0.075	0.007	0.082
Average Rate of Return for year	4.39%	-0.66%	3.73%	0.35%	4.08%

3.5.6 Table 8.4 Funding Circle Performance

Funding Circle	Babergh				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	0.638	(0.025)	0.613	(0.208)	0.405
Investment Valuation	0.025	0.000	0.025	0.000	0.025
Total Amount Invested	0.663	(0.025)	0.638	(0.208)	0.430
Bad debts to date	(0.007)	(0.008)	(0.016)	(0.015)	(0.031)
Accrued Interest	0.013	0.006	0.019	0.003	0.022
Valuation	0.669	(0.027)	0.641	(0.220)	0.421
Income received	0.004	0.067	0.071	0.028	0.099
Servicing costs	(0.004)	(0.004)	(0.008)	(0.003)	(0.012)
Cumulative Net Interest received from date of initial investment	0.034	0.029	0.063	0.025	0.087
Annual Performance					
Net Interest received in year	0.024	0.014	0.038	(0.013)	0.025
Average Rate of Return for year	5.58%	-1.04%	4.54%	0.47%	5.02%

Funding Circle	Mid Suffolk				
	31.3.17 Balance £m	2017/18 Movement £m	31.3.18 Balance £m	2018/19 Movement £m	31.3.19 Balance £m
Amount Invested	0.617	0.000	0.617	(0.219)	0.398
Investment Valuation	0.025	0.000	0.025	0.000	0.025
Total Amount Invested	0.642	0.000	0.642	(0.219)	0.423
Bad debts to date	(0.009)	(0.008)	(0.016)	(0.023)	(0.040)
Accrued Interest	0.013	0.004	0.017	(0.001)	0.016
Valuation	0.646	(0.004)	0.643	(0.243)	0.399
Income received	0.041	0.034	0.075	0.027	0.102
Servicing costs	(0.005)	(0.004)	(0.009)	(0.003)	(0.012)
Cumulative Net Interest received from date of initial investment	0.036	0.030	0.066	0.024	0.090
Annual Performance					
Net Interest received in year	0.026	0.013	0.039	(0.016)	0.024
Average Rate of Return for year	5.70%	-1.07%	4.63%	0.16%	4.78%

4. Compliance Report

- 4.1. The Section 151 Officer can report that, except for one occasion when Babergh exceeded its daily bank account limit with Lloyds by £391k, as mentioned in Paragraph 4.6 below, all treasury management activities undertaken complied fully with the CIPFA Code of Practice and the Councils' approved Treasury Management Strategy.
- 4.2. Compliance with the authorised limit and operational boundary for external debt is demonstrated in Table 9 as follows.

4.3. **Table 9: Debt Limits**

Total Borrowing	2018/19 Maximum £m	31.3.19 Actual £m	2018/19 Operational Boundary	2018/19 Authorised Limit	Complied
Babergh	104.047	104.047	137.000	147.000	✓
Mid Suffolk	130.287	130.287	155.000	165.000	✓

- 4.4. Since the operational boundary is a management tool for in-year monitoring, it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure.

4.5. **Table 10: Investment Limits**

Compliance with specific investment limits is demonstrated in Table 10 as follows.

Babergh	2018/19 Maximum	31.3.19 Actual	2018/19 Limit	Complied
Any single organisation, except the UK Central Government	£2.391m	£1.421m	£2m	x
Any group of organisations under the same ownership	£0m	£0m	£1m	✓
Any group of pooled funds under the same management	£5m	£5m	£5m	✓
Negotiable instruments held in a broker's nominee account	£0m	£0m	£10m	✓
Foreign countries	£0m	£0m	£2m	✓
Registered Providers	£0m	£0m	£5m	✓
Unsecured investments with Building Societies	£0m	£0m	£2m	✓
Loans to unrated corporates	£0.638m	£0.430m	£1m	✓
Money Market Funds	£2m	£2m	£2m	✓

Mid Suffolk	2018/19 Maximum	31.3.19 Actual	2018/19 Limit	Complied
Any single organisation, except the UK Central Government	£1.927m	£1.480m	£2m	✓
Any group of organisations under the same ownership	£0m	£0m	£1m	✓
Any group of pooled funds under the same management	£5m	£5m	£5m	✓
Negotiable instruments held in a broker's nominee account	£0m	£0m	£10m	✓
Foreign countries	£0m	£0m	£2m	✓
Registered Providers	£0m	£0m	£5m	✓
Unsecured investments with Building Societies	£0m	£0m	£2m	✓
Loans to unrated corporates	£0.642m	£0.423m	£1m	✓
Money Market Funds	£2m	£2m	£2m	✓

- 4.6. It should be noted that both Council's treasury management activity for 2018/19 was in accordance with the approved Treasury Management Strategy, and that, except for one day when Babergh exceeded its daily bank account limit with Lloyds by £391k, both Councils have complied with all the Treasury Management Indicators for this period. This was due to the timing of a refund from a Money Market Fund not being returned when expected, causing the limit to be exceeded.

1. Treasury Management Indicators

1.1. The Councils measure and manage their exposure to treasury management risks using the following indicators:

1.2. **Security:** Babergh and Mid Suffolk have adopted a voluntary measure of their exposure to credit risk by monitoring the value-weighted average credit score of their investment portfolios. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk. These are shown in Table 11 that follows.

1.3. **Table 11: Credit Scores**

Credit Scores	31.3.19 Actual	2018/19 Target	Complied
Babergh Portfolio average Credit Score	5.17	7.00	✓
Mid Suffolk Portfolio average Credit Score	5.16	7.00	✓

1.4. **Interest Rate Exposures:** This indicator is set to control the Councils' exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed are shown in Table 12 that follows.

1.5. **Table 12: Fixed Interest rate exposure**

Fixed Interest rate exposure	31.3.19 Actual £m	2018/19 Limit £m	Complied
Babergh Upper limit on fixed interest rate exposure	97.05	136.00	✓
Babergh Upper limit on variable interest rate exposure	7.00	35.00	✓
Mid Suffolk Upper limit on fixed interest rate exposure	112.29	154.00	✓
Mid Suffolk Upper limit on variable interest rate exposure	18.00	40.00	✓

1.6. Fixed rate investments and borrowings are those where the rate of interest is fixed for at least 12 months measured from the start of the financial year or the transaction date if later. All other instruments are classed as variable rate.

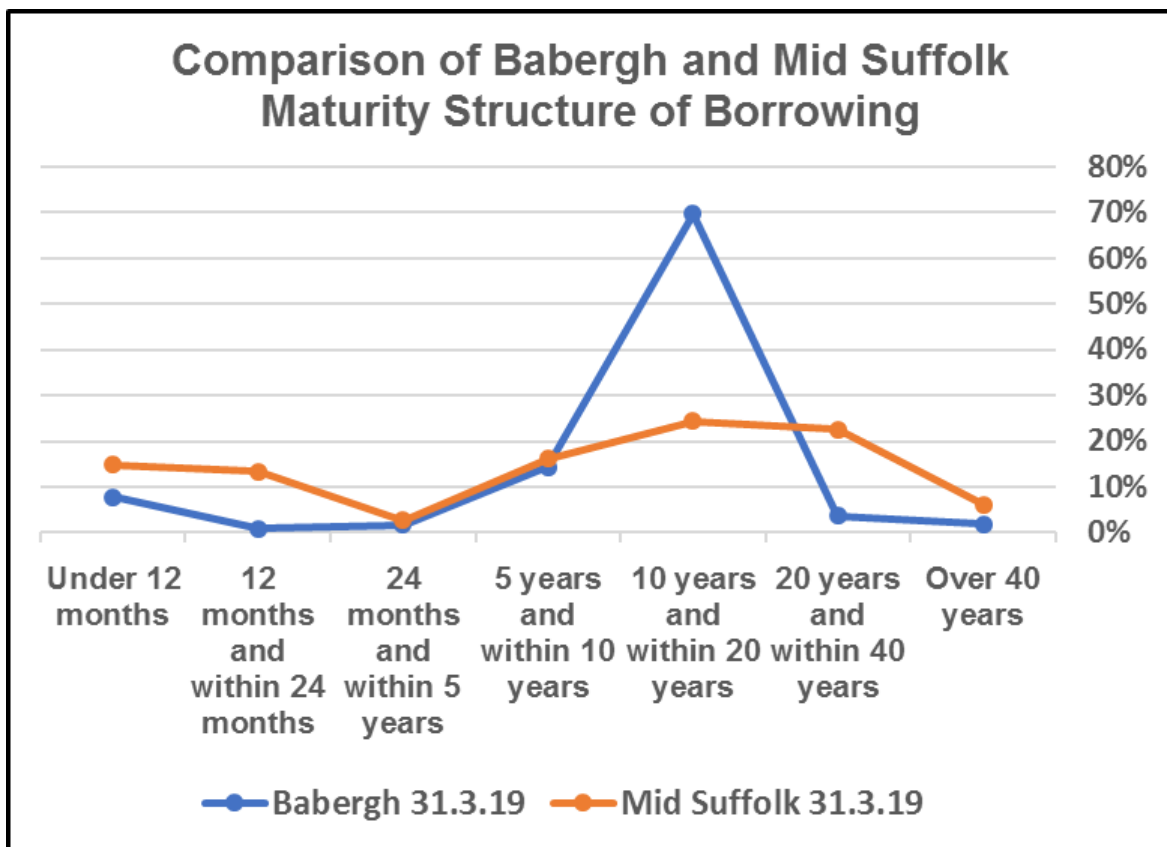
1.7. **Maturity Structure of Borrowing:** This indicator is set to control the Councils' exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing are shown in Table 13 as follows.

1.8. **Table 13: Maturity Structures**

Age Profile of Maturity	Babergh 31.3.19 Actual	Mid Suffolk 31.3.19 Actual	Lower Limit	Upper Limit	Complied
Under 12 months	7.71%	14.85%	0%	50%	✓
12 months and within 24 months	0.90%	13.33%	0%	50%	✓
24 months and within 5 years	1.74%	2.66%	0%	50%	✓
5 years and within 10 years	14.39%	16.08%	0%	100%	✓
10 years and within 20 years	69.73%	24.41%	0%	100%	✓
20 years and within 40 years	3.64%	22.57%	0%	100%	✓
Over 40 years	1.89%	6.10%	0%	100%	✓

1.9. Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment.

1.10. **Table 13 Chart: Maturity Structures**



1.11. **Principal Sums Invested for Periods Longer than 365 days:** The purpose of this indicator is to control the Councils' exposure to the risk of incurring losses by seeking early repayment of investments. The limits on the long-term principal sum invested to final maturities beyond the period end are shown in Table 14 that follows.

1.12. **Table 14: Principal Sums**

Babergh	2018/19	2019/20	2020/21
Actual principal invested beyond year end	£0	£0	£0
Limit on principal invested beyond year end	£2m	£2m	£2m
Complied	✓	✓	✓

Mid Suffolk	2018/19	2019/20	2020/21
Actual principal invested beyond year end	£0	£0	£0
Limit on principal invested beyond year end	£2m	£2m	£2m
Complied	✓	✓	✓

- 1.13. Whilst the investments that have been made in CCLA, UBS, Schroder and Funding Circle are intended to benefit from longer term higher returns, they can be redeemed on a short-term basis.

1. Prudential Indicators

1.1. Introduction

1.1.1. The Local Government Act 2003 requires the Councils to have regard to the Chartered Institute of Public Finance and Accountancy's Prudential Code for Capital Finance in Local Authorities (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that councils have fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

1.1.2. This report compares the approved indicators with the outturn position for 2018/19. Actual figures have been taken from, or prepared on a basis consistent with, the Councils' Statements of Accounts for 2018/19.

1.2. Capital Expenditure

1.2.1. The Councils' capital expenditure and financing may be summarised as follows:

1.2.2. Table 15: Capital Expenditure and Financing

Babergh District Council			
Capital Expenditure and Financing	2018/19 Budget	2018/19 Actual	Variance Adverse / (Favourable)
	£m	£m	£m
General Fund	16.460	15.665	(0.795)
HRA	13.860	7.226	(6.634)
Total Expenditure	30.320	22.891	(7.429)
Capital Receipts	1.220	1.519	0.299
Grants and Contributions	0.400	0.396	(0.004)
Revenue Contributions and Reserves	10.220	2.236	(7.984)
Major Repairs Reserve	3.300	3.530	0.230
Borrowing	15.180	15.210	0.030
Total Financing	30.320	22.891	(7.429)

Mid Suffolk District Council			
Capital Expenditure and Financing	2018/19 Budget	2018/19 Actual	Variance Adverse / (Favourable)
	£m	£m	£m
General Fund	36.880	34.711	(2.169)
HRA	11.650	9.954	(1.696)
Total Expenditure	48.530	44.665	(3.865)
Capital Receipts	3.440	3.407	(0.033)
Grants and Contributions	1.000	1.120	0.120
Revenue Contributions and Reserves	6.590	3.855	(2.735)
Major Repairs Reserve	3.400	3.761	0.361
Borrowing	34.100	32.522	(1.578)
Total Financing	48.530	44.665	(3.865)

2. Prudential Indicator Compliance

2.1. Capital Financing Requirement

2.1.1. The Capital Financing Requirement (CFR) measures the Councils' underlying need to borrow for capital purposes.

2.1.2. Table 16: Capital Financing Requirement

Babergh District Council			
Capital Expenditure and Financing	31.3.19 Budget	31.3.19 Actual	Variance Adverse / (Favourable)
	£m	£m	£m
General Fund	45.420	45.126	(0.294)
HRA	86.350	86.673	0.323
Total CFR	131.770	131.799	0.029

Mid Suffolk District Council			
Capital Expenditure and Financing	31.3.19 Budget	31.3.19 Actual	Variance Adverse / (Favourable)
	£m	£m	£m
General Fund	67.750	66.285	(1.465)
HRA	88.080	87.970	(0.110)
Total CFR	155.830	154.255	(1.575)

2.1.3. The CFR increased during the year for Babergh by £13.781m and for Mid Suffolk by £31.678m as capital expenditure financed by debt outweighed resources put aside for debt repayment. These figures are shown in Appendix A Table 1.

3. Actual Debt

3.1. The Councils' actual debt at 31 March 2019 was as follows:

3.1.1. Table 17: Total Debt

Total Debt	31.3.19 Budget £m	31.3.19 Actual £m	Variance Adverse / (Favourable) £m
Babergh District Council	113.880	104.047	(9.833)
Mid Suffolk District Council	133.830	130.287	(3.543)

4. Gross Debt and the Capital Financing Requirement

4.1. In order to ensure that over the medium-term debt will only be for a capital purpose, the Councils should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

4.2. The total debt remained below the CFR during the forecast period.

4.2.1. Table 18: Debt and Capital Financing Requirement

Babergh District Council			
Debt and CFR	31.3.19 Actual £m	31.3.20 Estimate £m	31.3.21 Estimate £m
Total Debt	104.047	147.680	169.700
Capital financing requirement	131.799	162.470	184.630
Headroom	27.752	14.790	14.930

Mid Suffolk District Council			
Debt and CFR	31.3.19 Actual £m	31.3.20 Estimate £m	31.3.21 Estimate £m
Total Debt	130.287	166.120	187.580
Capital financing requirement	154.255	188.150	208.620
Headroom	23.968	22.030	21.040

5. Operational Boundary for External Debt

5.1. The operational boundary is based on the Councils' estimate of the most likely (i.e. prudent but not worst case) scenario for external debt. It links directly to the Councils' estimates of capital expenditure, the capital financing requirement, and cash flow requirements, and is a key management tool for in-year monitoring.

5.1.1. **Table 19: Operational Boundary and Total Debt**

Operational Boundary and Total Debt	31.3.19 Boundary £m	31.3.19 Actual Debt £m	Complied
Babergh District Council	133.000	104.047	✓
Mid Suffolk District Council	156.000	130.287	✓

6. Authorised Limit for External Debt

6.1. The authorised limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Councils can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

6.1.1. **Table 20: Authorised Limit and Total Debt**

Authorised Limit and Total Debt	31.3.19 Limit £m	31.3.19 Actual Debt £m	Complied
Babergh District Council	148.000	104.047	✓
Mid Suffolk District Council	171.000	130.287	✓

7. Ratio of Financing Costs to Net Revenue Stream

7.1. This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income (shown as a percentage).

7.2. **Table 21: Ratio of Financing Costs to Net Revenue Stream**

Babergh District Council			
Ratio of Financing Costs to Net Revenue Stream	31.3.19 Budget %	31.3.19 Actual %	Variance Adverse / (Favourable) %
General Fund	(2.33)	(1.22)	1.11
HRA	18.00	17.55	(0.45)

Mid Suffolk District Council			
Ratio of Financing Costs to Net Revenue Stream	31.3.19 Budget %	31.3.19 Actual %	Variance Adverse / (Favourable) %
General Fund	(7.83)	(2.93)	4.90
HRA	19.59	18.58	(1.01)

8. Adoption of the CIPFA Treasury Management Code

- 8.1. Both Councils adopted the Chartered Institute of Public Finance and Accountancy's "Treasury Management in the Public Services: Code of Practice 2011 Edition" in February 2012.

9. HRA Limit on Indebtedness

- 9.1. The limit imposed on the Council's HRA borrowing by the Ministry for Housing, Communities and Local Government (MHCLG) has now been removed.

Glossary of Terms

BPS	Base Points. A unit of percentage measure equal to 0.01%. Basis points are commonly used when discussing changes to interest rates, equity indices, and fixed-income securities.
CDS	Credit Default Swap. In effect, insurance against non-payment. Through a CDS, the buyer can mitigate the risk of their investment by shifting all or a portion of that risk onto an insurance company or other CDS seller in exchange for a periodic fee. In this way, the buyer of a credit default swap receives credit protection, whereas the seller of the swap guarantees the credit worthiness of the debt security.
CFR	Capital Financing Requirement. The underlying need to borrow to finance capital expenditure.
CIPFA	The Chartered Institute of Public Finance and Accountancy. This is the leading professional accountancy body for public services.
CPI	Consumer Price Index. This measures changes in the price level of consumer goods and services purchased by households.
CCLA	Churches, Charities and Local Authority Property Fund
DMADF	Debt Management Account Deposit Facility.
Funding Circle	Accounts set up to lend money to local and national businesses at competitive rates
GDP	Gross Domestic Product. This is the market value of all officially recognised goods and services produced within a country in a given period of time.
HRA	Housing Revenue Account. The statutory account to which are charged the revenue costs of providing, maintaining and managing Council dwellings. These costs are financed by tenants' rents.
LIBID	London Interbank Bid Rate. The interest rate at which banks bid to take short-term deposits from other banks in the London interbank market.
LOBO	Lender's Option Borrower's Option. This is a loan where the lender has certain dates when they can increase the interest rate payable and, if they do, the Council has the option of accepting the new rate or repaying the loan.
MHCLG	Ministry of Housing, Communities and Local Government. This is a ministerial department.
MPC	Monetary Policy Committee. A committee of the Bank of England which decides the Bank of England's Base Rate and other aspects of the Government's Monetary Policy.
MRP	Minimum Revenue Provision. Local authorities are required to make a prudent provision for debt redemption on General Fund borrowing
PWLB	Public Works Loan Board - offers loans to local authorities below market rates.
UBS	UBS Multi Asset Income Fund (UK) – a pooled fund.

Agenda Item 12

MID SUFFOLK DISTRICT COUNCIL

TO: Council	REPORT NUMBER: MC/19/21
FROM: Councillor David Burn, Cabinet Member For Planning	DATE OF MEETING: 26 September 2019
OFFICER: Christine Thurlow, Professional Lead - Key Sites and Infrastructure	KEY DECISION REF NO. N/A

MID SUFFOLK CIL REGULATION 62 MONITORING REPORT

1. PURPOSE OF REPORT

- 1.1 The Mid Suffolk Community Infrastructure Levy (CIL) Charging Schedule was approved by Council on the 20 January 2016 and came into effect on the 11 April 2016. Planning applications decided on or after the 11 April 2016 may be subject to CIL. There is a statutory requirement to annually report on CIL under CIL Regulation 62, which sets out the information required to be reported on.
- 1.2 Revised CIL Legislation is currently laid before Parliament which changes the reporting mechanism for CIL and future reporting will be in the form of an "Infrastructure Funding Statement". These statements will replace existing Regulation 123 lists and should include details of how much money has been raised through developer contributions and how it has been spent. Statements must be published on local authority websites at least once a year.
- 1.3 Councils are required under the new CIL Regulations, which take effect from 1 September 2019, to publish their Funding Statements by 31 December 2020.
- 1.4 The Regulation 62 Report which is attached as Appendix A will form part of the Infrastructure Funding Statement from next year onwards.

2. OPTIONS CONSIDERED

- 2.1 It is a statutory requirement to publish this report and there are no alternative options if the council is to remain in compliance with the CIL Regulations.

3. RECOMMENDATION
3.1 That the Mid Suffolk CIL Regulation 62 Monitoring Report for 2018-19 be noted.
REASON FOR DECISION
3.2 No Decision is required. There is a statutory requirement to produce a Regulation 62 CIL Monitoring Report and publish this on the Councils website by 31 December of the following financial year.

4. KEY INFORMATION

4.1 A copy of the Regulation 62 Monitoring Report is provided as Appendix A.

5. LINKS TO JOINT STRATEGIC PLAN

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

6. FINANCIAL IMPLICATIONS

6.1 Mid Suffolk CIL collection, allocation and spend figures to 31 March 2019:

16/04/2016 to 31/03/2019	Collected	Allocated	Spent	Available
CIL Admin	223,850.62	119,539.13	104,311.49*	0.00
Neighbourhood CIL	600,050.86	583,121.28	16,929.57	0.01**
CIL 123 List	3,653,110.19	2,632,240.36	13,240.10	1,007,629.73
Total	4,477,011.67	3,334,900.77	134,481.16	1,007,629.74

*Includes interest added

**Rounding difference to be allocated in October 2019 – system updates should prevent this from happening moving forward into 2019/20 financial year if ready for release within this time frame.

6.2 CIL expenditure, in relation to the Regulation 123 monies, is managed through the CIL Expenditure Framework and Neighbourhood CIL is passed to Parish Councils every April and October, in line with CIL Regulation 59A (see Appendix B).

7. LEGAL IMPLICATIONS

7.1 CIL is collected, allocated and reported in accordance with the CIL Regulations 2010 (as amended). The Mid Suffolk CIL Regulation 62 Monitoring Report 2018-19 attached as Appendix A is reported in compliance with CIL Regulation 62 and will be published on the Councils website by 31 December 2019.

8. RISK MANAGEMENT

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

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is	2 - unlikely	3 - bad	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

Risk Description	Likelihood	Impact	Mitigation Measures
stifled and/or unsustainable.			both Councils is addressed, New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.
Failure to secure developer contributions such that if we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.	2 - unlikely	3 - bad	Adopted Community Infrastructure Levy (CIL), secure 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 will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy. CIL and s106 will be reviewed in line with the emerging Local Plan to ensure that appropriate contributions to support provision of infrastructure are secured.
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.	1 - highly unlikely	2 - noticeable	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.
Failure to monitor expenditure such that CIL expenditure is not effective.	2 - unlikely	3 - bad	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.

9. CONSULTATIONS

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

10. EQUALITY ANALYSIS

- 10.1 Equality Impact Assessment (EIA) is not required. There are no equality and diversity implications arising directly from the content of this report as no decision is required and the statutory Regulation 62 Monitoring report is reporting on data already considered as part of the CIL Expenditure Framework equality impact assessment.

11. ENVIRONMENTAL IMPLICATIONS

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

12. APPENDICES

	Title	Location
(A)	Mid Suffolk CIL Regulation 62 Monitoring Report 2018-19	Attached
(B)	Mid Suffolk Neighbourhood CIL Allocations	Attached

Christine Thurlow
Professional Lead - Key Sites and Infrastructure
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Mid Suffolk District Council
Community Infrastructure Levy (CIL)
Regulation 62 Monitoring Report
2018-19

1.0 Introduction

- 1.1 The Mid Suffolk Community Infrastructure Levy (CIL) Charging Schedule was approved by Full Council on the 20 January 2016 and came into effect on the 11 April 2016. Planning applications decided on or after the 11 April 2016 may be subject to CIL.
- 1.2 Mid Suffolk will use CIL to secure infrastructure as shown on the Regulation 123 list.
- 1.3 Regulation 62 of the CIL Regulations 2010 (as amended) requires a Charging Authority to: “Prepare a report for any financial year (“the reported year”) in which:
 - a) it collects CIL, or CIL is collected on its behalf; or
 - b) an amount of CIL collected by it or by another person on its behalf (whether in the reported year or any other) has not been spent.”
- 1.4 The financial year to which this document relates is from 1 April 2018 to 31 March 2019.

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2.0 Monitoring

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

3.0 Further Information

- 3.1 Further information about Mid Suffolk CIL including the Charging Schedule, CIL Instalment Policy, Regulation 123 List and CIL Financial Reports can be found on the Councils Developer Contributions CIL webpages:

<https://www.babergh.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/>

Christine Thurlow

Professional Lead - Key Sites and Infrastructure

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Email: christine.thurlow@babberghmidsuffolk.gov.uk

Table 1 – Mid Suffolk CIL Monitoring Information 2018-19

Regulation 62 Reference	Description	Amount Collected / Project Title	Notes
4 (a)	The total CIL receipts for the reported year	£3,195,117.22	CIL income received between 1 April 2018 and 31 March 2019
4 (b)	The total CIL expenditure for the reported year	£208,136.90	See CIL Spent totals in Developer Contributions Database. Note that these figures include bank interest that has also been spent.
4 (c)	Summary details of CIL expenditure during the reported year (other than in relation to CIL to which regulation 59E or 59F applied) including:		
4 (c) (i)	The items of infrastructure to which CIL (including land payments) has been applied		A full list of projects approved are detailed on the CIL Spending Webpages (CIL Business Plan) and can also be seen via the Developer Contributions Database.
4 (c) (ii)	The amount of CIL expenditure on each item	£13,240.10	Project 543 Stowupland Village Hall Refurbishment
4 (c) (iii)	Amount of CIL applied to repay money borrowed, including any interest, with details of the infrastructure items which that money was used to provide (wholly or in part)	£0	
4 (c) (iv)	Amount of CIL applied to administrative expenses pursuant to regulation 61, and that amount expressed as a percentage of CIL collected in that year in accordance with that regulation	£159,755.87 5%	
4 (ca)	The amount of CIL passed to:- (i) any local council under regulation 59A or 59B (ii) any person under regulation 59(4)	£398,814.64 £0	Reports showing Neighbourhood CIL allocations for each April and October are all detailed on the CIL Reporting webpage. Due to changes made in relation to allocating CIL within the Exacom management system a full report of total allocations each financial year including 2018-19 is detailed as Appendix B.
4 (cb)	Summary details of the receipt and expenditure of CIL to which regulation 59E or 59F applied during the reported year including:		Regulation 59E funds are those clawed back from the parish council where they have not

	<p>(i) the total CIL receipts that regulations 59E and 59F applied to</p> <p>(ii) the items to which the CIL receipts to which regulations 59E and 59F applied have been applied; and</p> <p>(iii) the amount of expenditure on each item</p>	<p>£9,436.36</p> <p>n/a</p> <p>n/a</p>	<p>spent this within the 5 year period. There have been none.</p> <p>Regulation 59F relates to Parish Meeting CIL funds that the council is holding on behalf of the relevant area. Individual amounts are shown in Appendix B.</p>
4 (cc)	<p>Summary details of any notices served in accordance with regulation 59E, including:</p> <p>(i) the total value of CIL receipts requested from each local council; and</p> <p>(ii) any funds not yet recovered from each local council at the end of the reported year.</p>	<p>£0</p> <p>£0</p>	
4 (d)	<p>Total amount of</p> <p>(i) CIL receipts for the reported year retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(ii) CIL receipts from previous years retained at the end of the reported year other than those to which regulation 59E or 59F applied;</p> <p>(iii) CIL receipts for the reported year to which regulation 59E or 59F applied retained at the end of the reported year;</p> <p>(iv) CIL receipts from previous years to which regulation 59E or 59F applied retained at the end of the reported year;</p>	<p>£0</p> <p>£0</p> <p>£9,436.36</p> <p>£3,388.54</p>	<p>All other Neighbourhood CIL has been passed to the Town and Parish Councils as of 31 March 2019, to show a clean financial year end on the Developer Contributions database.</p> <p>From 2017/18 as there are no Parish Meeting funds held for 2016-17</p>
4 (e)	<p>In relation to any infrastructure payments accepted by the charging authority—</p> <p>(i) the items of infrastructure to which the infrastructure payments relate,</p> <p>(ii) the amount of CIL to which each item of infrastructure relates</p>	<p>None</p> <p>n/a</p>	<p>No infrastructure payments have been received or made</p>

Zone	2016/17	2017/18	2018/19	Total NCIL Allr NCIL Spend	Adjustment
Ashbocking Parish Council	0.00	0.00	0.00	0.00	0.00
Ashfield-Cum-Thorpe Parish Council	0.00	0.00	0.00	0.00	0.00
Aspall Parish Meeting	0.00	0.00	0.00	0.00	0.00
Bacton Parish Council	0.00	1,686.55	1,757.87	3,444.42	0.00
Badwell Ash Parish Council	0.00	0.00	5,685.42	5,685.42	0.00
Barham Parish Council	0.00	0.00	0.00	0.00	0.00
Barking Parish Council	0.00	3,578.00	3,493.36	7,071.36	0.00
Battisford Parish Council	0.00	0.00	0.00	0.00	0.00
Bedfield Parish Council	0.00	0.00	2,861.78	2,861.78	0.00
Bedingfield Parish Council	0.00	0.00	0.00	0.00	0.00
Beyton Parish Council	0.00	0.00	55.89	55.89	0.00
Botesdale Parish Council	0.00	0.00	2,025.68	2,025.68	0.00
Bramford Parish Council	6,146.18	3,350.74	0.00	9,496.92	6,146.18
Brome and Oakley Parish Council	0.00	0.00	0.00	0.00	0.00
Brundish Parish Council	0.00	0.00	694.08	694.08	0.00
Buxhall Parish Council	0.00	0.00	0.00	0.00	0.00
Claydon & Whitton Parish Council	0.00	1,234.33	2,928.59	4,162.92	0.00
Coddenham Parish Council	1,169.90	1,169.90	0.00	2,339.80	0.00
Combs Parish Council	0.00	0.00	0.00	0.00	0.00
Cotton Parish Council	0.00	4,118.47	0.00	4,118.47	0.00
Creeting St Mary Parish Council	3,766.71	0.00	16,876.94	20,643.65	800.00
Creeting St Peter Parish Council	0.00	0.00	0.00	0.00	0.00
Crowfield Parish Council	0.00	0.00	0.00	0.00	0.00
Debenham Parish Council	0.00	0.00	3,189.38	3,189.38	0.00
Denham Parish Council	0.00	0.00	0.00	0.00	0.00
Drinkstone Parish Council	0.00	0.00	0.00	0.00	0.00
Earl Stonham Parish Council	0.00	0.00	0.00	0.00	0.00
Elmswell Parish Council	0.00	0.00	74,262.38	74,262.38	0.00
Eye Town Council	0.00	5,849.66	5,849.66	11,699.32	450.00
Felsham Parish Council	0.00	0.00	0.00	0.00	0.00
Finningham Parish Council	0.00	891.54	0.00	891.54	0.00
Framsden Parish Council	1,471.25	0.00	0.00	1,471.25	0.01 *
Fressingfield Parish Council	0.00	1,305.48	0.00	1,305.48	0.00

Gislingham Parish Council	0.00	9,358.91	55,559.11	64,918.02		0.00
Gosbeck Parish Council	0.00	0.00	0.00	0.00		0.00
Gt Ashfield Parish Council	0.00	0.00	0.00	0.00		0.00
Gt Blakenham Parish Council	0.00	0.00	0.00	0.00		0.00
Gt Bricett Parish Council	0.00	0.00	0.00	0.00		0.00
Gt Finborough Parish Council	0.00	0.00	0.00	0.00		0.00
Haughley Parish Council	0.00	503.41	0.00	503.41		0.01 *
Helmingham Parish Council	0.00	0.00	0.00	0.00		0.00
Hemingstone Parish Council	1,264.69	0.00	0.00	1,264.69		0.00
Henley Parish Council	0.00	0.00	0.00	0.00		0.00
Hessett Parish Council	0.00	0.00	0.00	0.00		0.00
Hinderclay Parish Council	0.00	0.00	0.00	0.00		0.00
Horham & Athelington Parish Council	0.00	0.00	0.00	0.00		0.00
Hoxne Parish Council	0.00	0.00	0.00	0.00		0.00
Laxfield Parish Council	0.00	0.00	4,957.43	4,957.43		0.00
Lt Blakenham Parish Council	0.00	0.00	0.00	0.00		0.00
Mellis Parish Council	0.00	0.00	0.00	0.00		0.00
Mendham Parish Council	0.00	0.00	0.00	0.00		0.00
Mendlesham Parish Council	67.10	3,914.02	2,212.92	6,194.04	4,043.00	0.01 *
Metfield Parish Council	0.00	0.00	0.00	0.00		0.00
Mickfield Parish Council	0.00	0.00	0.00	0.00		0.00
Monk Soham Parish Council	0.00	0.00	0.00	0.00		0.00
Needham Market Town Council	0.00	0.00	0.00	0.00		0.00
Norton Parish Council	0.00	3,566.19	0.00	3,566.19		0.00
Occold Parish Council	0.00	0.00	0.00	0.00		0.00
Offton & Willisham Parish Council	0.00	0.00	1,521.64	1,521.64		0.00
Old Newton with Dagworth & Gipping Parish Council	0.00	2,464.65	0.00	2,464.65		0.00
Onehouse Parish Council	0.00	0.00	0.00	0.00		0.00
Palgrave Parish Council	6,629.82	21,436.84	14,336.90	42,403.56	7,099.93	0.02 *
Pettaugh Parish Council	0.00	0.00	0.00	0.00		0.00
Rattlesden Parish Council	0.00	2,874.84	8,477.04	11,351.88		0.00
Redgrave Parish Council	0.00	4,297.60	0.00	4,297.60		0.00
Rickinghall Parish Council	0.00	3,457.94	2,982.26	6,440.20		0.00
Ringshall Parish Council	0.00	2,105.29	6,337.24	8,442.53		0.00

Somersham Parish Council	0.00	0.00	0.00	0.00		0.00
Stoke Ash & Thwaite Parish Council	0.00	0.00	3,590.70	3,590.70		0.00
Stonham Aspal Parish Council	0.00	2,453.88	7,367.09	9,820.97		0.00
Stonham Parva Parish Council	0.00	687.94	0.00	687.94		0.00
Stowlangtoft Parish Council	0.00	0.00	0.00	0.00		0.00
Stowmarket Town Council	54,539.29	4,513.17	839.02	59,891.48		0.00
Stowupland Parish Council	0.00	18,499.53	94,696.05	113,195.58		0.00
Stradbroke Parish Council	0.00	0.00	20,788.80	20,788.80		0.00
Syleham Parish Council	0.00	0.00	0.00	0.00		0.00
Thorndon Parish Council	0.00	0.00	6,058.39	6,058.39		0.00
Thrandeston Parish Council	0.00	0.00	0.00	0.00		0.00
Thurston Parish Council	0.00	1,629.69	0.00	1,629.69		0.01 *
Tostock Parish Council	0.00	4,290.10	22,444.70	26,734.80		0.00
Walsham-Le-Willows Parish Council	0.00	0.00	0.00	0.00		0.00
Wattisfield Parish Council	0.00	0.00	0.00	0.00		0.00
Westhorpe Parish Council	0.00	0.00	0.00	0.00		0.00
Wetherden Parish Council	0.00	0.00	2,515.56	2,515.56		0.00
Wetheringsett-Cum-Brockford Parish Council	0.00	0.00	0.00	0.00		0.00
Weybread Parish Council	0.00	0.00	0.00	0.00		0.00
Wickham Skeith Parish Council	0.00	0.00	0.00	0.00		0.00
Wilby Parish Council	0.00	1,387.55	0.00	1,387.55		0.00
Wingfield Parish Council	0.00	0.00	0.00	0.00		0.00
Winston Parish Council	0.00	0.00	0.00	0.00		0.00
Woolpit Parish Council	0.00	1,073.76	9,681.72	10,755.48		0.01
Worlingworth Parish Council	0.00	151.46	10,923.55	11,075.01	2,433.46	0.00
Wortham & Burgate Parish Council	0.00	0.00	3,431.89	3,431.89		0.00
Wyverstone Parish Council	1,594.94	0.00	411.60	2,006.54		0.00
Yaxley Parish Council	0.00	0.00	0.00	0.00		0.00
sub totals	76,649.88	111,851.44	398,814.63	587,315.95	20,972.57	0.01

* Rounding difference to be allocated or adjusted in October 2019
– system updates should prevent this from happening moving forward
into 2019/20 financial year if ready for release within this time frame.

Parish Meetings - Neighbourhood CIL held by MSDC	2016/17	2017/18	2018/19	Total NCIL	All NCIL Spend	Adjustment
Akenham Parish Meeting	0.00	0.00	2,323.56	2,323.56		0.00
Badley Parish Meeting	0.00	0.00	0.00	0.00		0.00
Baylham Parish Meeting	0.00	0.00	0.00	0.00		0.00
Braiseworth Parish Meeting	0.00	0.00	0.00	0.00		0.00
Darmsden Parish Meeting	0.00	0.00	0.00	0.00		0.00
Flowton Parish Meeting	0.00	0.00	0.00	0.00		0.00
Gedding Parish Meeting	0.00	548.59	0.00	548.59		0.00
Harleston Parish Meeting	0.00	0.00	0.00	0.00		0.00
Hunston Parish Meeting	0.00	0.00	0.00	0.00		0.00
Kenton Parish Meeting	0.00	0.00	0.00	0.00		0.00
Langham Parish Meeting	0.00	0.00	0.00	0.00		0.00
Lt Finborough Parish Meeting	0.00	0.00	0.00	0.00		0.00
Nettlestead Parish Meeting	0.00	0.00	0.00	0.00		0.00
Redlingfield Parish Meeting	0.00	0.00	565.03	565.03		0.00
Rishangles Parish Meeting	0.00	0.00	0.00	0.00		0.00
Shelland Parish Meeting	0.00	0.00	0.00	0.00		0.00
Southolt Parish Meeting	0.00	0.00	0.00	0.00		0.00
Stuston Parish Meeting	0.00	0.00	6,457.76	6,457.76		0.00
Tannington Parish Meeting	0.00	2,839.95	0.00	2,839.95		0.00
Thornham Magna Parish Meeting	0.00	0.00	0.00	0.00		0.00
Thornham Parva Parish Meeting	0.00	0.00	0.00	0.00		0.00
sub totals	0.00	3,388.54	9,346.36	12,734.90		0.00
Total Neighbourhood CIL	76,649.88	115,239.98	408,160.99	600,050.85	20,972.57	0.01

Agenda Item 13

BABERGH DISTRICT COUNCIL

To: COUNCIL	REPORT NUMBER: MC/19/22
FROM: Councillor Suzie Morley, Leader of the Council	DATE OF MEETING: 26 September 2019

TIMETABLE OF COMMITTEE MEETINGS 2020-21

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to agree the Timetable of Committee meetings for 2020/21 to ensure that Members and officers can plan accordingly.

2. RECOMMENDATION

- 2.1 That the draft Committee Timetable for 2020/21 be approved.

3. KEY INFORMATION

- 3.1 The draft Timetable is attached at Appendix A and Members are asked to check the proposed Committee dates to ensure that there are no reasons why the Committees should not go ahead on these dates.

4. LINKS TO JOINT STRATEGIC PLAN

- 4.1 Good governance and democratic, sound and transparent decision-making support the delivery of the Joint Strategic Plan.

5. FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

6. LEGAL IMPLICATIONS

- 6.1 Approval of the recommendation will ensure that Committee dates are placed well in advance into Member and officer diaries and the appropriate meeting rooms are booked. This will help to ensure that the Council complies with the statutory requirements for the summons to meetings and publication of papers.

7. RISK MANAGEMENT

- 7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Dates are not booked in advance and the Committee is inquorate and unable to take decisions	1 – Highly unlikely	3 - Bad	Early approval of draft timetable of meetings will ensure that dates are placed into diaries as soon as possible.

8. CONSULTATIONS

8.1 SLT and Committee Chairs have been consulted.

9. EQUALITY ANALYSIS

9.1 An Equality Impact Assessment is not required as none of the protected characteristics will be affected by the recommendations within this report.

10. ENVIRONMENTAL IMPLICATIONS

10.1 There are no environmental implications associated with this report.

11. APPENDICES

Title	Location
(a) Timetable of meetings	Attached

12. BACKGROUND DOCUMENTS

12.1 None.

Appendix A

DRAFT TIMETABLE OF MEETINGS 2020-21

May-20									
M		4	MSDC CABINET (2.30)	11	JOINT AUDIT (9.30)	18	BDC OVERVIEW & SCRUTINY (9.30) MSDC ANNUAL COUNCIL (5.30)	25	BANK HOLIDAY
T		5	BDC CABINET (5.30)	12		19		26	
W		6	PLANNING (9.30)	13	DEVELOPMENT CONTROL A (9.30)	20	BDC ANNUAL COUNCIL (5.30)	27	(Suffolk Show)
T		7	PCC Elections	14	MSDC OVERVIEW & SCRUTINY (9.30)	21	(SCC Annual Council)	28	(Suffolk Show)
F	1	8	BANK HOLIDAY	15		22		29	
Jun-20									
M	1	8	MSDC CABINET (2.30)	15		22	BDC OVERVIEW & SCRUTINY (9.30)	29	
T	2	9		16		23	BDC COUNCIL (5.30)	30	
W	3	10	DEVELOPMENT CONTROL B (9.30)	17	PLANNING (9.30)	24	DEVELOPMENT CONTROL A (9.30)		
T	4	11	BDC CABINET (9.30)	18	MSDC OVERVIEW & SCRUTINY (9.30)	25	MSDC COUNCIL (5.30)		
F	5	12	MSDC LICENSING & REG (10.30)	19	BDC LICENSING & REG (9.30)	26			
Jul-20									
M		6	MSDC CABINET (2.30)	13		20	BDC OVERVIEW & SCRUTINY (9.30)	27	JOINT AUDIT (9.30)
T		7	(LGA Conference)	14		21	BDC COUNCIL (5.30)	28	
W	1	8	DEVELOPMENT CONTROL B (9.30) (LGA Conference)	15	PLANNING (9.30)	22	DEVELOPMENT CONTROL A (9.30)	29	PLANNING (9.30)
T	2	9	BDC CABINET (5.30)	16	MSDC OVERVIEW & SCRUTINY (9.30) (SCC 2pm)	23	MSDC COUNCIL (5.30)	30	
F	3	10		17		24		31	
Aug-20									
M	3	10	MSDC CABINET (2.30)	17		24	BDC OVERVIEW & SCRUTINY (9.30)	31	BANK HOLIDAY
T	4	11		18		25			
W	5	12	DEVELOPMENT CONTROL B (9.30)	19	PLANNING (9.30)	26	DEVELOPMENT CONTROL A (9.30)		PLANNING (9.30)
T	6	13	BDC CABINET (9.30)	20	MSDC OVERVIEW & SCRUTINY (9.30)	27			
F	7	14	MSDC LICENSING & REG (10.30)	21	BDC LICENSING & REG (9.30)	28			
Sep-20									
M		7	MSDC CABINET (2.30)	14		21	BDC OVERVIEW & SCRUTINY (9.30)	28	JOINT AUDIT (9.30)
T	1	8		15		22	BDC COUNCIL (5.30)	29	
W	2	9	DEVELOPMENT CONTROL B (9.30)	16	PLANNING (9.30)	23	DEVELOPMENT CONTROL A (9.30)	30	DEVELOPMENT CONTROL B (9.30)
T	3	10	BDC CABINET (5.30) (SCC pm)	17	MSDC OVERVIEW & SCRUTINY (9.30)	24	MSDC COUNCIL (5.30)		
F	4	11		18		25			
Oct-20									
M		5	MSDC CABINET (2.30)	12		19	BDC OVERVIEW & SCRUTINY (9.30)	26	
T		6		13		20	BDC COUNCIL (5.30)	27	
W		7	PLANNING (9.30)	14	DEVELOPMENT CONTROL A (9.30)	21	PLANNING (9.30)	28	DEVELOPMENT CONTROL B (9.30)
T	1	8	BDC CABINET (9.30)	15	MSDC OVERVIEW & SCRUTINY (9.30)	22	MSDC COUNCIL (5.30) (SCC 2pm)	29	
F	2	9	MSDC LICENSING & REG (10.30)	16	BDC LICENSING & REG (9.30)	23		30	
Nov-20									
M	2	9	MSDC CABINET (2.30)	16		23	BDC OVERVIEW & SCRUTINY (9.30)	30	JOINT AUDIT (9.30)
T	3	10		17		24			
W	4	11	PLANNING (9.30)	18	DEVELOPMENT CONTROL A (9.30)	25	PLANNING (9.30)	28	DEVELOPMENT CONTROL B (9.30)
T	5	12	BDC CABINET (5.30)	19	MSDC OVERVIEW & SCRUTINY (9.30)	26			
F	6	13		20		27			

Dec-20										
M			7	MSDC CABINET (2.30)	14	BDC OVERVIEW & SCRUTINY (9.30)	21		28	BANK HOLIDAY
T	1		8		15	BDC COUNCIL (5.30)	22		29	
W	2	PLANNING (9.30)	9	DEVELOPMENT CONTROL A (9.30)	16	PLANNING (9.30)	23		30	
T	3		10	MSDC OVERVIEW & SCRUTINY (9.30) BDC CABINET (9.30) (SCC 2pm)	17	MSDC COUNCIL (5.30)	24		31	
F	4	MSDC LICENSING & REG (10.30)	11	BDC LICENSING & REG (9.30)	18		25	BANK HOLIDAY		
Jan-21										
M			4	MSDC CABINET (2.30)	11		18	BDC OVERVIEW & SCRUTINY (9.30)	25	JOINT AUDIT (9.30)
T			5		12		19		26	
W			6	DEVELOPMENT CONTROL B (9.30)	13	PLANNING (9.30)	20	DEVELOPMENT CONTROL A (9.30)	27	PLANNING (9.30)
T			7	BDC CABINET (5.30)	14	MSDC OVERVIEW & SCRUTINY (9.30)	21		28	
F	1	BANK HOLIDAY	8		15		22		29	
Feb-21										
M	1		8	MSDC CABINET (2.30)	15		22	BDC OVERVIEW & SCRUTINY (9.30)		
T	2		9		16		23	BDC COUNCIL (5.30)		
W	3	DEVELOPMENT CONTROL B (9.30)	10	PLANNING (9.30)	17	DEVELOPMENT CONTROL A (9.30)	24	PLANNING (9.30)		
T	4	BDC CABINET (9.30)	11	(SCC pm)	18	MSDC OVERVIEW & SCRUTINY (9.30)	25	MSDC COUNCIL (5.30)		
F	5	MSDC LICENSING & REG (10.30)	12	BDC LICENSING & REG (9.30)	19		26			
Mar-21										
M	1		8	MSDC CABINET (2.30)	15		22	BDC OVERVIEW & SCRUTINY (9.30)	29	JOINT AUDIT (9.30)
T	2		9		16		23		30	
W	3	DEVELOPMENT CONTROL B (9.30)	10	PLANNING (9.30)	17	DEVELOPMENT CONTROL A (9.30)	24	PLANNING (9.30)	31	DEVELOPMENT CONTROL B (9.30)
T	4		11	BDC CABINET (5.30)	18	MSDC OVERVIEW & SCRUTINY (9.30) (SCC pm)	25			
F	5		12		19		26			
Apr-21										
M			5	BANK HOLIDAY	12		19	BDC OVERVIEW & SCRUTINY (9.30)	26	
T			6	MSDC CABINET (2.30)	13		20	BDC COUNCIL (5.30)	27	
W			7	PLANNING (9.30)	14	DEVELOPMENT CONTROL A (9.30)	21	PLANNING (9.30)	28	DEVELOPMENT CONTROL B (9.30)
T	1		8	BDC CABINET (9.30)	15	MSDC OVERVIEW & SCRUTINY (9.30)	22	MSDC COUNCIL (5.30)	29	
F	2	BANK HOLIDAY	9	MSDC LICENSING & REG (10.30)	16	BDC LICENSING & REG (9.30)	23		30	
May-21										
M	3	BANK HOLIDAY	10	MSDC CABINET (2.30)	17	JOINT AUDIT (9.30)	24	BDC OVERVIEW & SCRUTINY (9.30) MSDC ANNUAL COUNCIL (5.30)	31	BANK HOLIDAY
T	4		11		18		25	BDC ANNUAL COUNCIL (5.30)		
W	5	PLANNING (9.30)	12	DEVELOPMENT CONTROL A (9.30)	19	PLANNING (9.30)	26	(Suffolk Show)		
T	6	SCC Elections	13	BDC CABINET (5.30)	20	MSDC OVERVIEW & SCRUTINY (9.30)	27	(Suffolk Show) (SCC Annual Council)		
F	7		14		21		28			