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MID SUFFOLK CABINET	
DATE:	MONDAY, 9 MARCH 2020 2.30 PM
VENUE:	KING EDMUND CHAMBER - ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Councillors		
<u>Conservative and Independent Group</u> David Burn Julie Flatman Jessica Fleming Peter Gould Suzie Morley (Chair) Harry Richardson John Whitehead Gerard Brewster (Vice-Chair)	<u>Green Group</u>	<u>Liberal Democrat Group</u>

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AGENDA

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Date and Time of next meeting

Please note that the next meeting is scheduled for Monday, 6 April 2020 at 2.30 pm.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Claire Philpot on: 01473 296376 or Email: Committees@baberghmidsuffolk.gov.uk

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Agenda Item 3

MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK CABINET** held in the King Edmund Chamber - Endeavour House, 8 Russell Road, Ipswich on Monday, 10 February 2020

PRESENT:

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

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

In attendance:

Councillor(s): Rachel Eburne
John Field
Keith Welham

Officers: Chief Executive Officer (AC)
Strategic Director (KN)
Assistant Director – Corporate Resources (KS)
Assistant Director – Housing (GF)
Assistant Director – Assets and Investments (EA)
Assistant Director – Environment and Commercial Partnerships (CC)
Operations Manager – Shared Revenue Partnership (AW)
Deputy Monitoring Officer (JR)
Governance Officer (CP)

WELCOME

The Leader of the Council welcomed Councillor Harry Richardson as a Cabinet Member, and thanked Councillor Peter Gould for taking on the responsibility of Cabinet Member for Assets and Investments. Councillor Morley advised that the remainder of the meeting would be chaired by Deputy Leader of the Council, Councillor Gerard Brewster.

APOLOGIES FOR ABSENCE

None received.

DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations of interest.

MCA/19/41 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 06 JANUARY 2020

The minutes of the meeting held on 06 January 2020 were confirmed as a correct

record.

MCA/19/42 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 13 JANUARY 2020

The minutes of the meeting held on 13 January 2020 were confirmed as a correct record.

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

None received.

QUESTIONS BY COUNCILLORS

A question had been received from Councillor John Matthissen and included in papers tabled at the meeting, along with a response.

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

Councillor Welham, Chair of the Mid Suffolk Overview and Scrutiny Committee, advised that the Committee welcomed the additional funds allocated to climate change in Report MCA/19/43 Draft General Fund Budget 2020/21 and Four-Year Outlook. The Committee had questions regarding the funding of civil parking enforcement as detailed in paragraphs 20.19 – 20.22 of the draft minute from the Overview and Scrutiny Committee.

The Assistant Director for Environment and Commercial Partnerships advised that revenue from off-street car parking was returned to Mid Suffolk District Council to fund the parking function, and on-street parking was a Suffolk County Council function with funding being returned to them.

Councillor Welham commented that the Overview and Scrutiny Committee were satisfied with report MCA/19/44 Housing Revenue Account (HRA) Budget 2020/21 and Longer-Term Outlook, and that the Committee would like to see a timescale for the programme of building new council properties.

Councillor Brewster advised that the recommendations regarding report number MCA/19/47 Outputs for 2019-23 to Support the Delivery of the Joint Corporate Plan, would be discussed alongside the report later in the meeting at the relevant point in the agenda.

FORTHCOMING DECISIONS LIST

The Forthcoming Decisions List was noted.

MCA/19/43 GENERAL FUND BUDGET 2020/21 AND FOUR-YEAR OUTLOOK

The Cabinet Member for Finance introduced the report and advised Members that the report had been presented to Cabinet in January 2020 and to the Joint Overview and Scrutiny Committee. Councillor Whitehead provided details of the updated figures contained within the report. Members were advised that the report contained the Pay Policy Statement which had previously been a separate report.

The recommendations in the report and the tabled paper were proposed by Councillor Whitehead. Councillor Gould seconded the recommendations and commented that the budget displayed an ideal balance between risk and opportunity.

Councillor Eburne thanked the administration for liaising with them on the budget proposals and commented that there were issues which she would like to see more work carried out on, for example electric vehicle charging units and the Stowmarket visioning work.

Following a question raised by Councillor Eburne, the Assistant Director for Corporate Resources confirmed that the final finance settlement made on 06 February 2020 had not resulted in any changes to the figures contained in the budget.

Councillor Brewster commented that some of the issues raised by Councillor Eburne would be covered by Report MCa/19/47 Outputs for 2019-23 to Support the Delivery of the Joint Corporate Plan, which would follow later in the agenda.

Councillor Field queried the pension fund assumptions contained in the report. The Assistant Director for Corporate Resources clarified that there was a 1% reduction per annum included for the next three years.

In response to a question from Councillor Welham regarding the increasing workload and the affect on staff members, particularly with regard to the Neighbourhood Planning Team, the Chief Executive confirmed that the current level of resources was sufficient.

By a unanimous vote

It was RESOLVED:-

- 1.1 That the General Fund revenue budget proposals for 2020/21 and four-year outlook set out in the report and the updates tabled at the meeting be endorsed for recommendation to Council on 27 February 2020 as detailed below.**
- 1.2 That the General Fund capital budget proposals for 2020/21 set out in Appendix B in the report be endorsed for recommendation to Council on 27 February 2020.**
- 1.3 That the General Fund Budget for 2020/21 is based on an increase to Council Tax of 1.66%, which equates to £2.76 per annum (5p per week) for a Band D property, to support the Council's overall financial position.**

- 1.4 That from the 1st April 2020 properties that are unoccupied and unfurnished (Class C discount) receive a 25% reduction for the first 28 days as set out in section 11 of the report.
- 1.5 That the proposed Pay Policy Statement for 2020/21 as set out in section 12 of the report be endorsed for recommendation to Council on 27 February 2020.

Reason for Decision: To bring together all the relevant information to enable Cabinet Members to review, consider and comment upon the Councils General Fund budget before recommendation to Council.

MCA/19/44 HOUSING REVENUE ACCOUNT (HRA) BUDGET 2020/21 AND LONGER-TERM OUTLOOK

The Cabinet Member for Finance introduced the report which had been reviewed by the Joint Overview and Scrutiny Committee in January 2020. Councillor Whitehead advised Members of the revisions to the figures contained in the draft budget and moved the recommendations. Councillor Flatman seconded the recommendations.

Councillor Eburne enquired what action was being taken to ensure costs were as low as possible for sheltered housing tenants. The Assistant Director for Housing advised that plans were in place for the larger Sheltered Housing schemes to upgrade heating systems and also to provide more energy efficient systems. A review was to be undertaken to consider the wider context of sheltered housing later this year.

Councillor Whitehead responded to Councillors Eburne's comments regarding maximising the opportunities to install PV panels on Council owned properties, and advised that there had previously been complications with installing these systems in multi tenanted properties however this would be reviewed again in the future.

In response to a question from Councillor Field regarding capital spend, the Assistant Director for Housing confirmed that work would be undertaken over the forthcoming months with Cabinet Members to review the HRA business plan.

By a unanimous vote

It was RESOLVED:-

- 1.1 That the HRA revenue budget proposals for 2020/21 and the longer-term outlook set out in the report and the updates tabled at the meeting be endorsed for recommendation to Council on 27 February 2020 as detailed below.
- 1.2 That the HRA capital budget proposals for 2020/21 set out in Appendix A in the report be endorsed for recommendation to Council on 27 February 2020.
- 1.3 That the CPI + 1% increase of 2.7% in Council House rents, equivalent to an average rent increase of £2.19 a week be implemented.
- 1.4 That garage rents are kept at the same level as 2019/20.
- 1.5 That Sheltered Housing Service charges be increased by £2 per week to

- reduce the subsidy by £30k.
- 1.6 That Sheltered Housing utility charges be increased by 5% (average £0.62 increase per week).
 - 1.7 That the budgeted deficit of £564k be transferred from the HRA Reserves in 2020/21.
 - 1.8 That in principle, Right to Buy (RTB) receipts should be retained to enable continued development and acquisition of new council dwellings.
 - 1.9 That the revised 30-year HRA Business Plan in Appendix B of the report be noted.

Reason for Decision: To bring together all the relevant information to enable Cabinet Members to review, consider and comment upon the Councils Housing Revenue Account budget before recommendations to Council.

MCA/19/45 JOINT CAPITAL, INVESTMENT AND TREASURY MANAGEMENT STRATEGIES 2020/21

The report was introduced by the Cabinet Member for Finance who explained to Members that the report had been presented to the Joint Overview and Scrutiny Committee and would be presented to Full Council in February. Councillor Whitehead explained that this was a joint report and the strategies contained within the report applied to both Mid Suffolk and Babergh District Councils.

Councillor Whitehead proposed recommendations 3.1 to 3.8 of the report and explained that recommendation 3.8 had been proposed by the Joint Audit and Standards Committee. The recommendations were seconded by Councillor Burn.

In response to a question from Councillor Field, Councillor Whitehead provided details of the types of returns from the various proposed investments.

By a unanimous vote

It was RESOLVED:-

- 1.1 That the Joint Capital Strategy for 2020/21, including the Prudential Indicators set out in Appendix A of the report and the updates tabled at the meeting be endorsed for recommendation to Council on 27 February 2020 as detailed below.
- 1.2 That the Joint Investment Strategy for 2020/21, as set out in Appendix B of the report and the updates tabled at the meeting be endorsed for recommendation to Council on 27 February.
- 1.3 That the Joint Treasury Management Strategy for 2020/21, including the Joint Annual Investment Strategy as set out in Appendix C of the report and the updates tabled at the meeting be endorsed for recommendation to Council on 27 February 2020 .
- 1.4 That the Joint Treasury Management Indicators as set out in Appendix D

of the report be endorsed for recommendation to Council on 27 February 2020.

- 1.5 That the Joint Treasury Management Policy Statement as set out in Appendix G of the report be endorsed for recommendation to Council on 27 February 2020.
- 1.6 That the Joint Minimum Revenue Provision Statement as set out in Appendix H of the report be endorsed for recommendation to Council on 27 February 2020.
- 1.7 That the key factors and information relating to and affecting treasury management activities set out in Appendices E, F, and I of the report be noted.
- 1.8 That Officers and Members, Working Parties and whatever mechanisms have been set up commence exploring alternative investment strategies that take greater account of the Councils' own declaration of a climate change emergency.

Reason for Decision: Local authorities are required to approve their Treasury Management Strategy (TMS), their Capital Strategy (including an overview of the TMS) and their Investment Strategy annually before the start of the financial year.

MCA/19/46 BUSINESS RATES DISCOUNT POLICY

The Cabinet Member for Finance introduced report number MCA/19/46 and advised Members that changes to the existing Business Rates Discounts had been introduced by Government and explained the implications of these changes to local businesses.

Councillor Whitehead proposed the recommendations in the report which was seconded by Councillor Morley.

The Shared Revenues Partnership Operations Manager responded to a query from Councillor Brewster regarding the discount applicable to charity shops and provided an explanation as to how this was applied.

By a unanimous vote

It was RESOLVED:-

That authority be given to the Assistant Director – Corporate Resources in consultation with the Cabinet Members for Finance and the Leaders to agree a local discretionary discount for pubs, update the current retail discount policy and extend the local newspaper discount, once the Government has provided the full details of the schemes.

Reason for Decision: To provide a discretionary retail discount, local newspaper discount and pub discount to support ratepayers in Babergh and Mid Suffolk.

To enable the implementation of the discretionary discount schemes.

MCA/19/47 OUTPUTS FOR 2019-23 TO SUPPORT THE DELIVERY OF THE JOINT CORPORATE PLAN

The Leader of the Council introduced report MCA/19/47 which set out the key proposed outputs for 2019-2023. Councillor Morley explained that the outputs supported the six priorities of the Joint Corporate Plan, and each of these priorities was supported by its own strategy. Corporate Performance indicators were currently being revised.

Councillor Morley then introduced the five new outputs contained within the tabled papers which had been proposed following discussion with the Green Group and Liberal Democrat Group. An all Member Briefing would be held in March 2020 to enable Members to fully understand the Corporate Outputs.

The recommendations in the report and the addendum report tabled at the meeting were moved by Councillor Morley and seconded by Councillor Brewster.

Councillor Welham, Chair of the Joint Overview and Scrutiny Committee advised Members that much debate had taken place at the committee meeting regarding the report. The Members of the Joint Overview and Scrutiny Committee had expressed concerns over how the outputs would be able to be measured and their recommendation to Cabinet reflected this.

Councillor Eburne thanked the Leader of the Council and the Cabinet Member for Finance for the discussions which had taken place. Councillor Eburne expressed concern over the focus on outputs rather than outcomes, and enquired what the corporate outcomes were and if funding was available to deliver them.

In response the Chief Executive confirmed that the outcomes should already be contained within the six key strategic priorities, and that these strategies should be revisited should they become ineffective.

Councillor Eburne then enquired how the social return on investment would be shown. It was confirmed by the Chief Executive that there was a project being led by the Assistant Director for Communities in conjunction with the Finance Department and Commissioning and Procurement.

By a unanimous vote

It was RESOLVED:-

- 1.1 That Cabinet agreed the outputs for 2019-23 set out at Appendix One of the main report and also the five additional outputs listed at paragraph 1.25 of the addendum report, tabled at the meeting.**

1.2 That Cabinet agreed that the environmental outputs relevant to the parameters of the Climate Change Task Force be referred to that group.

Reason for Decision: To ensure that Babergh and Mid Suffolk have appropriate plans in place to address the challenges and seize the opportunities facing the districts, and their organisations, for the foreseeable future.

MCA/19/48 STOWMARKET FOOTBALL CLUB

The Cabinet Member for Assets and Investments introduced the report which sought to support the Stowmarket Community Sports & Social Club (CIC) by securing a long-term lease for their premises.

Councillor Gould confirmed that Appendix A of the report should read 'land to be leased to CIC by MSDC'.

Councillor Gould advised Members of the tabled paper which contained an additional recommendation regarding action to be taken in the event that Option 3a of the report is not achievable.

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

Councillor Eburne asked in view of the short timeframe, would the CIC and the Stowmarket Church Charity be able to resolve any issues. The Assistant Director for Assets and Investments confirmed that the Council was working with both the CIC and the Stowmarket Church Charity to resolve issues within the timescale.

In response to a query from Councillor Welham the Assistant Director confirmed that the lease to the CIC would be for a period of 50 years.

By a unanimous vote

It was RESOLVED:-

- 1.1 That Cabinet approved Options 3 and 3a of the report being progressed simultaneously.**
- 1.2 That Cabinet approved the grant of a new lease for 50 years at a peppercorn rent of the Council owned land and continuation of the existing lease with the Church until expiry in 2025.**
- 1.3 That Cabinet approved the grant of a sublease of the Church land from the Council to Stowmarket CIC which is co-terminus with the existing head lease at an annual rent of £4,000.**
- 1.4 That in the event that Option 3a is not achievable due to the lack of agreement with the Stowmarket Church Charities, the Assistant Director for Assets and Investments in consultation with the Cabinet Member for Assets and Investments is authorised to agree an alternative transaction structure in respect of the Stowmarket Church Charities owned land subject to a maximum financial cost of £55,000.**

Reason for Decision:

- 1.1 To enable the CIC to secure occupation and successfully apply for Football Association funding.
- 1.2 To minimise the Councils expenditure and ensure the most effective outcome is reached securing the future of the CIC and enabling it to thrive.

MCA/19/49 JOINT AREA PARKING MANAGEMENT PLAN

The Cabinet Member for Environment introduced the report, which set out the Babergh and Mid Suffolk District Councils Joint Area Parking Management Plan.

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

Councillor Welham raised a query regarding parking enforcement in instances where a footpath had been obstructed but no yellow line existed. It was clarified by the Assistant Director for Environment and Commercial Partnerships that where a Traffic Regulation Order was in place a civil enforcement officer can enforce. If a Traffic Regulation Order was not in place, the police were able to enforce. Councillor Welham advised that this was not the advice provided by the Police and Crime Commissioner and requested that this be followed up for clarity. This was agreed by Councillor Flatman.

Councillor Eburne enquired whether there was a limit on how much money received from parking fees would be spent on the parking function. The Assistant Director for Environment and Commercial Partnerships advised that the parking income was expected to pay for the parking service however exact figures were not available and therefore these would be provided outside of the meeting.

By a unanimous vote

It was RESOLVED:- That Cabinet agreed the final content of the Babergh and Mid Suffolk Joint Area Parking Management Plan following a stakeholder consultation process undertaken February - May 2019.

Reason for Decision: The Councils are required to have a parking policy and to demonstrate that they have reviewed the content. Suffolk County Councils Parking Management Strategy which forms part of the application to the DfT for the granting of CPE powers for the remaining majority of Suffolk requires the district and boroughs to develop Area Parking Plans.

MCA/19/50 LEISURE INVESTMENT PROPOSALS - MID SUFFOLK LEISURE CENTRES

The Cabinet Member for Communities introduced the report and outlined the proposed plans for the existing sites in Stowmarket and Stradbroke.

The recommendations in the report were proposed by Councillor Flatman and

seconded by Councillor Richardson.

Councillor Eburne enquired whether the report would be presented to Cabinet again in the future. Councillor Flatman confirmed that there were no plans for the report to be presented to Cabinet however updates would be provided to Cabinet of any progress made.

In response to a question from Councillor Field the Assistant Director for Environment and Commercial Partnerships confirmed that as the building was owned by the Authority there were no issue with State Aid.

By a unanimous vote

It was RESOLVED:-

- 1.1 That Cabinet approved use of £2.2m from the Growth and Efficiency Fund, together with £200,000 from existing leisure facility capital funds to undertake the proposed development and refurbishment works.**
- 1.2 That Cabinet agreed to delegate to the Assistant Director – Environmental and Commercial Partnerships in consultation with the Cabinet Member for Communities, to undertake a process to achieve the most economically advantageous costs to enable the works to be undertaken.**
- 1.3 That Cabinet recommends to Council on 27 February 2020 that the 2020/21 Capital Programme and the Joint Capital, Investment and Treasury Management Strategies 2020/21 be updated to reflect the financial implications set out in this report.**

Reason for Decision: To meet the outcomes of the adopted Leisure, Sport and Physical Activity Strategy.

EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

The Cabinet decided not to go into closed session as matters had already been discussed and the recommendations agreed.

103 PART 2 - MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC EXCLUDED

MCA/19/50 LEISURE INVESTMENTS PROPOSAL - MID SUFFOLK LEISURE CENTRES

Matters covered by this report were discussed in the open session.

The business of the meeting was concluded at 04:20pm.

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Chair (and date)

Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/19/52
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 9 March 2020
OFFICER: Melissa Evans, Corporate Manager, Finance Sharon Bayliss, Senior Finance Business Partner	KEY DECISION REF NO. CAB140

GENERAL FUND FINANCIAL MONITORING 2019/20 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 Based on the financial performance of the Council during April to December of this financial year and latest information, a reporting by exception approach has been adopted to reviewing income and expenditure budget variances in the first 9 months of the year.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;
- a) At this stage in the year, the financial position is for noting only.

3. RECOMMENDATIONS

- 3.1 That, subject to any further budget variations that arise during the rest of the financial year, the surplus funds of £879k, referred to in section 5.8 of the report, be noted;
- 3.2 That, subject to any further variations that arise in business rates funding during the rest of the financial year, the shortfall in funds of £332k, referred to in section 5.9 of the report, be noted;
- 3.3 That, the forecast position for the 2019/20 Capital Programme, referred to in Appendix E and section 5.19, be noted.

REASON FOR DECISION

To ensure that Members are kept informed of the current budgetary position for both General Fund Revenue and Capital.

4. KEY INFORMATION

Strategic Context

- 4.1 In February 2019 Mid Suffolk District Council approved the Joint Medium-Term Financial Strategy (MTFS). This confirms the approach over the medium term to

transform the Council into an organisation that is thriving and not just surviving, by reviewing, remodelling and reinventing the way the Council operates.

The following overarching principles should be considered when evaluating ideas and opportunities for change as set out below:

- Reduce our costs (both internally and across the wider system)
- Increase our income
- Provide better / “best” value
- Increased social value
- Provide a better service for our customers
- Reduction in administration costs, without compromising service
- Support the Council’s aspiration to be carbon neutral by 2030

- 4.2 The focus will be on internal efficiencies and improvements within existing structures. Continuously looking to streamline work and reduce waste in processes. Greater cross-functional working and multi-skilling and improving ways of working to move away from ‘professional silos’ and toward integrated services for the public. Where customer demand is understood, analysed and met through new services and business models, and where the demand itself is re-shaped and managed while engaging service users to ascertain priorities.
- 4.3 Funding arrangements for councils have changed significantly in recent years, the revenue support grant has been completely removed in 2019/20. The finance settlement announced on 6 February 2020 provided no update on the progress of either the move to further business rates retention or the Review of Relative Needs and Resources (commonly called the Fair Funding Review) However the settlement confirmed that the next business rates revaluation is planned for 2021 and from then on the Government intends to move to a three-yearly revaluation cycle.
- 4.4 No change to the New Homes Bonus threshold of 0.4%. The 2020/21 element of NHB will be paid for one year only, the legacy payments of the bonus in respect of growth in 2019/20 and previous years will continue to be paid in 2020/21. The Government will consult on the future of the housing incentive in the Spring. The Written Ministerial Statement says this will include moving to a new, more targeted approach which is aligned with other measures around planning performance and confirmed that the payments will be phased out;
- 4.5 Although the Council may not be reliant on NHB to balance the budget for the next two years, the forecast for 2021 onwards is to use approximately 14% of NHB for the following two years. The Council has the ambition to be self-financing and free from any reliance on NHB.
- 4.6 The details within the Joint MTFS shows a cumulative surplus of £3.4m over the three years 2021/22 to 2023/24, using the estimated New Homes Bonus allocation over the three years (based on 1% growth per annum). When NHB is phased out completely by 2023/24, the projected surplus for the Council is only £308k. Work has commenced on closing this gap by identifying and modelling the outcomes of various initiatives.

4.7 The total estimated core funding for future years is not a fixed guaranteed amount as it is dependent on variations in business rates income. This is carefully monitored and the volatility and risks, for example, rate relief for schools converting to academies and the level of appeals, will affect the amount of income received.

5. Quarter 3 Position

5.1 The report covers:

- The General Fund Revenue Budget
- The General Fund Capital Programme.

5.2 Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:

- Economic conditions and those services that are affected by demand
- Uncertainties relating to funding or other changes that were not known at the time the budget was approved.

5.3 Taking each area in turn, the position on key aspects of the 2019/20 budget is summarised below:

General Fund Revenue Account

5.4 In relation to funding:

- (a) Council Tax (£6.12m): at the end of December, the collection rate was 85.36%, compared with 85.79% for the same period last year. The collecting of council tax remains challenging, especially from those receiving council tax reductions under the Local Council Tax Reduction Scheme (LCTR). The collection rates have also been affected due to an increase in the uptake of direct debits over 12 months rather than 10 months. Recovery Action is varied and is a high priority for the Shared Revenues Partnership (SRP).
- (b) Government Grants: baseline business rates (£2.2m) and New Homes Bonus (£1.3m) were allowed for in the Budget. NHB is fixed but the actual amount of business rates will vary.
- (c) Business Rates: at the end of December, the collection rate was 83.61% compared with 84.73% for the same period last year.

5.5 Based upon financial performance and information from April to December (with emerging trends extrapolated to the end of the financial year) and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.

5.6 A tolerance level of 10% based on full year forecast to budget has been used to identify those variances where further narrative is required. Where variances have been reported in previous quarters, explanations are not then repeated in full. Appendix A shows the main items that are included in the overall net favourable

variance of £879k. The forecast variances identified within this report will be taken into consideration when setting the budgets for 2020/21.

5.7 Further explanations are provided below;

- a) **Former Council Offices** - it was originally anticipated that redevelopment would have commenced on site of the former council offices mid-way through this financial year so a 6-month budget was allocated. Work remains ongoing with start on site anticipated in the next financial year, so a full years' costs are expected resulting in an adverse variance of £21k.
- b) **Car Park income** - ticket machines at Milton Road, Bury Street and Union Street were out of commission for approximately one month during June & July. The parts required to repair the machines were difficult to source causing a longer than necessary delay. This has resulted in the Council being unable to collect income and so an adverse variance of £35k is expected. A further consequence to this is reduced income from Excess Charge Notices (ECNs) of £11k.
- c) **Open Spaces** – following notification from Suffolk County Council regarding a reduction to the contribution received for grass cutting (from 3 cuts to 1), an adverse variance of £28k is forecast. An expected favourable variance of £8k for utility costs can help mitigate the position.
- d) **Corporate Resources** - a forecast favourable variance of £75k, an improvement of £58k since the previous quarter. The majority of which can be attributed to the SRP Contract. Each partner within the Shared Revenues Partnership has received a dividend for 2019/20, this has increased from £48k in Quarter 2 to £83k.

5.8 The overall net favourable variance of £879k means that the Council is likely to be able to make a contribution to reserves at year end. The majority of this variance Planning fee income (£416k) and CIL income (£320k) is unlikely to be repeated next year. The position will be kept under review and final recommendations presented at outturn.

5.9 Funding variances:

- a) **Business Rates** – an adverse variance of £332k is expected, this is made up of a number of items:
 - £337k of this is due to the Collection Fund deficit which was not known at the time of setting the 2019/20 budget.
 - An adverse variance of £174k due to a reduction in renewable energy and baseline business rates.
 - Partially offsetting those adverse variances mentioned above is a favourable variance of £75k for additional S31 grants in relation to new retail discount relief for 2019/20.
 - Based on current projections from Suffolk County Council it is estimated that the final Business Rates Pool position will be £397k. A favourable variance of £104k.

Any variance relating to business rates will be funded from or transferred to the Business Rates Equalisation Reserve at the year end.

Business Rates Retention Pilot

- 5.10 Following the successful bid by the 8 local authorities in Suffolk to become a pilot area for the retention of 100% business rates growth in 2018/19, Appendix C provides further details of the schemes and spend as at December 2019.

Community Infrastructure Levy (CIL)

- 5.11 CIL income received by the Council between April and December 2019 is £3,576k. Dependent on the final outturn position for 2019/20, any surplus funds will be transferred to the earmarked reserve for spend on infrastructure in accordance with the Regulation 123 list in 2020/21 and beyond.

Growth and Efficiency Fund (GEF)

- 5.12 The table below provides a high-level summary of the anticipated movement in the Growth and Efficiency Fund during 2019/20 and does not include the £879k surplus, as this is likely to change in the final quarter of the year and will comprise a number of other transfers to and from reserves. These will be approved as part of the outturn report. A more detailed breakdown is shown in Appendix B.
- 5.13 Commitments in 2019/20 will continue to be reviewed to ensure the key priorities are supported.

MID SUFFOLK	£'000
Balance at 31 March 2019	9,006
New Homes Bonus Allocation *	910
Business Rates Grant *	783
Total contributions 2019/20	1,693
Revised Balance Available	10,699
LESS;	
Business Rates Grant to balance the budget *	(783)
Community Capacity Building *	(250)
Actual spend - April to December 2019 - Appendix C	(151)
Other commitments - Appendix C	(781)
<i>* identified in 2019/20 budget</i>	
Balance after full spend on current projects	8,734
<u>Key Projects Allocated</u>	
Strategic Investment Fund	(3,000)
Regal Theatre *	(2,575)
Battery storage	(223)
Total Projects Allocated	(5,798)
Remaining unallocated GEF Balance	2,936

Earmarked Reserves

- 5.14 Earmarked reserve balances total £25.6m at 1 April 2019. Appendix D outlines the specific earmarked reserve movements that are included within the full year forecast for Quarter 3.
- 5.15 Earmarked reserves are for a particular purpose or known requirements that affect more than one financial year. The Council is able to increase its earmarked reserves when underspends occur, income has exceeded costs or where grant monies or other sources of funding are received for specific purposes. For those service areas that are now incurring expenditure in 2019/20 in relation to these grants / funding, it is possible to make a transfer from those reserves. They include Growth and Efficiency Fund (£1.9m), Joint Local Plan (£5k), Community Housing Fund (£22k), Government Grants include Public Health (£35k), Better Business for All (£22k), County Lines (£5k), Planning - appeals (£89k), Waste (£128k) and Commuted Maintenance Sums (£30k). There are also transfers to reserves for Temporary Accommodation (£96k) and Neighbourhood Planning Grants (£65k).

Capital

- 5.16 Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
- 5.17 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during the financial year. The Council continues to embark on new projects relating to investments and commercial delivery where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.
- 5.18 Capital expenditure for the period April to December 2019 totals £1.5m, against a revised programme (including carry forwards) of £20.4m, excluding the £12.5m for CIFCO, as set out in Appendix E. The anticipated spend for 2019/20 against the £20.4m is £7m resulting in slippage of £13.4m. The main variances that contribute to the £13.4m favourable position are set out below (section 5.19) and Appendix E.
- 5.19 Further explanations are provided below:
- a) **Disabled Facilities Grant (DFG)** – a forecast underspend of £504k is anticipated. Working alongside Orbit Home Improvement Agency we have been able to commit 10% of the annual budget which is lower than the same period last year. Earlier this year members approved a Regulatory Reform Order granting discretion in relation to Disabled Facility Grants up to £5,000. Whilst this scheme has provided some success, Officers intend to present a paper to Cabinet increasing the threshold to support additional grants funding being awarded in the future. It is believed that this will increase the number of grants that are awarded.
 - b) **Grants for Affordable Housing** – as self-financing for the Housing Revenue Account has enabled the Council to build new homes, grant funding for housing associations has reduced resulting in an underspend of £400k. The budget for 2019/20 is a carry forward from the previous year, it was agreed as part of the budget setting process that the budget continue to be carried forward year on year until it is fully utilised.

- c) **Streetcare (Vehicle and Plant Renewals)** – the majority of the overall adverse variance (£75k) can be attributed to the early purchase of a road sweeping vehicle, the purchase of which was brought forward the 2020/21 capital programme.
- d) **Leisure Contract** - slippage of £417k is forecast. It is anticipated that this will be carried forward for use in 2020/21 to support the installation of battery storage facilities at Stradbroke and Mid Suffolk Leisure Centres as well as concrete erosion works, there has been minimal spend in this area year to date.
- e) **Investment and Commercial Delivery** – carry forwards of £13.6m are expected. The opportunities for land assembly, property acquisition and regeneration have been limited. The former Council Offices and Stowmarket Middle School works are due to commence in the next financial year. CIFCO acquisitions have been slower than anticipated due to competitive market conditions and limited stock. GW14 partner to be appointed to progress scheme further in next financial year.

6. LINKS TO THE CORPORATE PLAN

- 6.1 Ensuring that the Councils make best use of their resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to financially sustainable Councils, managing our corporate and housing assets effectively, and property investment to generate income.

7. FINANCIAL IMPLICATIONS

- 7.1 These are detailed in the report.

8. LEGAL IMPLICATIONS

- 8.1 There are no specific legal implications.

9. RISK MANAGEMENT

- 9.1 This report is most closely linked with the Council’s Significant Risk No. 13 – We may be unable to respond in a timely and effective way to financial demands and also Corporate Risk No. SE05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If the forecast savings and efficiencies are not delivered, then it will have a detrimental impact on the resources available to deliver services and the strategic priorities	3 - Probable	2 - Noticeable	Monitored throughout the year by Finance Teams, Corporate Managers, Assistant Directors and the Senior Leadership Team

Risk Description	Likelihood	Impact	Mitigation Measures
If economic conditions and other external factors change for the worse then it could have an adverse effect on the Councils financial position	3 - Probable	2 - Noticeable	Focus is on monitoring key income and expenditure streams – but Government changes and economic conditions continue to affect costs and income for a number of services

10. CONSULTATIONS

- 10.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate

11. EQUALITY ANALYSIS

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

12. ENVIRONMENTAL IMPLICATIONS

- 12.1 With the Council's ambition to become carbon neutral by 2030, all budget holders will need to consider the environmental implications of how their revenue and capital budgets are spent.

13. APPENDICES

Title	Location
APPENDIX A – Detailed Variances (Revenue)	Attached
APPENDIX B – Transformation Fund	Attached
APPENDIX C – Business Rates Retention Pilot	Attached
APPENDIX D – Earmarked Reserves	Attached
APPENDIX E – Detailed Variances (Capital)	Attached

14. BACKGROUND DOCUMENTS

21 February 2019 Budget Report 2019/20 – MC/18/39

28 August 2019 Quarter 1 General Fund Financial Monitoring 2019/20– MCa/19/14

12 December 2019 Quarter 2 General Fund Financial Monitoring 2019/20 (sent electronically)

REVENUE DETAILED VARIANCES

	Full Year Budget	Full Year Forecast - based on ytd to Dec 2019	Variance (favourable) / adverse	% Variance
	£'000	£'000	£'000	
Cabinet Member for Assets and Investments				
AD Area: Assets and Investment				
Property Services	191	262	71	37%
Former Council Offices (Needham Market)	57	78	21	37%
TOTAL	248	340	92	37%

Cabinet Member for Customers, Digital Transformation & Improvement				
AD Area; Customer Services				
ICT	539	717	179	33%
TOTAL	539	717	179	33%

Cabinet Member for Economic Growth				
Economic Development and Regeneration				
Business Performance Grants	22	15	(7)	-32%
TOTAL	22	15	(7)	-32%

Cabinet Member for Environment				
Environment and Commercial Partnerships				
Building Control	(293)	(420)	(128)	44%
Car Parks (net expenditure)	(425)	(378)	47	-11%
Open Spaces	(46)	(29)	17	-37%
Licensing	(109)	(122)	(13)	12%
TOTAL	(873)	(949)	(77)	9%

Explanation of major variances
As reported at Quarter 2
It was originally anticipated that redevelopment would have commenced on site of the former council offices mid-way through this financial year so a 6 month budget was allocated. Work remains ongoing with start on site anticipated in the next financial year, so a full years' costs are expected resulting in an adverse variance of £21k.

As reported at Quarter 2

As reported at Quarter 2

As reported at Quarter 2
As reported at Quarter 2
<ul style="list-style-type: none"> A reduction to the contribution received from Suffolk County Council (SCC) for grass cutting (from 3 cuts to 1), is likely to result in an adverse variance of £28k. Utility costs - a favourable variance of £8k is anticipated, this can be used to help mitigate the reduced income as mentioned above.
As reported at Quarter 2

REVENUE DETAILED VARIANCES

	Full Year Budget	Full Year Forecast - based on ytd to Dec 2019	Variance (favourable) / adverse	% Variance
	£'000	£'000	£'000	
Cabinet Member for Housing				
AD area: Housing				
PV Panel Expenditure	63	162	99	156%
PV Panel Income	(359)	(303)	56	-16%
TOTAL	(295)	(141)	155	-52%

Cabinet Member for Planning				
AD Area: Planning				
Planning fee income including pre-app charges and planning performance agreements (PPAs)	(1,337)	(1,753)	(416)	31%
CIL (5% Admin Charge)	(100)	(420)	(320)	320%
TOTAL	(1,437)	(2,173)	(736)	51%

Cabinet Member for Finance				
AD Area: Corporate Resources				
Corporate Resources	166	91	(75)	-45%
TOTAL	166	91	(75)	-45%

Other items (net)	11,883	11,472	(411)	-3%
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NET SERVICE COST	10,252	9,372	(879)	-9%
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Business Rates				
Collection Fund Distribution of (surplus)/deficit 2018/19	597	934	337	56%
Baseline, less tariff, less levy	(1,750)	(1,576)	174	-10%
Business Rates - Pooling Benefit	(293)	(397)	(104)	36%
S31 grants	(1,313)	(1,388)	(75)	6%
TOTAL BUSINESS RATES	(2,759)	(2,427)	332	-12%

Explanation of major variances
As reported at Quarter 2

As reported at Quarter 2

A forecast favourable variance of £75k, an improvement of £58k since the previous quarter. The majority of which can be attributed to the SRP Contract. Each partner within the Shared Revenues Partnership has received a dividend for 2019/20, this has increased from £48k in Quarter 2 to £83k.

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The overall surplus of £879k will be transferred to the GEF earmarked reserve
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An adverse variance of £332k is expected, this is made up of a number of items; <ul style="list-style-type: none"> • £337k of this is due to the Collection Fund deficit which was not known at the time of setting the 2019/20 budget. • An adverse variance of £174k is anticipated for baseline business rates. This can be attributed to a change in rateable values plus an increase in the appeals provision. • The level of Section 31 grants notified to the Council to compensate for national business rate relief is higher than budgeted by £75k. • Based on current projections from Suffolk County Council it is estimated that the final Business Rates Pool position will be £397k, a favourable variance of £104k.
The overall business rates deficit will be funded from the Business Rates Equalisation reserve
The overall business rates deficit will be funded from the Business Rates Equalisation reserve

MID SUFFOLK – BUSINESS RATES PILOT

	Scheme Description	BRR Funding £'000	Other Funding - GEF £'000	Total Funding £'000	Actual Spend 2018/19 £'000	Actual Spend / Commitments 2019/20 £'000	Cumulative spend to Dec 2019
1	Needham Lake Café / Visitor Centre	300	325	625	15	16	31
2	Town Centre Redevelopment - Stowmarket Visioning Project	240	259	499	18	63	81
3	Tech Hub – Stowmarket / A14 Corridor / Enterprise Zone	200	-	200	29	21	50
4	4 Towns Visioning commission		180	180		41	41
4	Establishment of a Central Suffolk Chamber of Commerce	42	-	42	30	-	30
5	The Foyer, Stowmarket	150	-	150	150	-	150
6	Inclusive Growth Engagement Officer	60	-	60	-	-	-
	Unallocated	276		276			
	Total amount received	1,268	764	2,032	242	141	383

Growth and Efficiency Fund

Project	Responsible Officer	Date of Approval	Budget	Cumulative spend to 2018/19		Apr 19 - Dec 19		Total Spend	Variance - favourable / + adverse	Commitments		
				BDC	MSDC	BDC	MSDC			BDC	MSDC	
CONTINUING PROJECTS												
Assets & Investments												
1	Strategic Leisure Review - comprehensive condition survey of all 4 leisure facilities to understand future costs requirements. Additional Resources required for; Phase 1 - will be informed by the evidence from the strategic review of our built sports facilities and playing pitches and will allow us to undertake a joint leisure strategy and investment plan for both Councils. Phase 2 - to undertake an independent review of the current contractual arrangements (with SLM and Abbeycroft) and deliver future delivery options in line with the strategy. This will involve a review of all existing legal and contractual documentation, leases and management agreements, options appraisal, and our capital investment strategy for these assets and for making recommendations Funding to pay for two Leisure Industry specialists (Project Manager for phase 1, external consultant for phase 2)	Cassandra Clements	May-16	186,100	91,606	91,016	17,889	17,889	218,400	32,300		
Page 26	Capital Investment Strategy (CIS) – external professional advisers to support the development of the Capital Investment Strategy, as well as the associated governance framework and delivery model to support implementation of a Capital Investment Fund and provision of a fixed term post for two years - to provide direct specialist technical support to the establishment and implementation of the development and regeneration pipeline	Emily Attack	Aug-16	136,285	88,805	88,805	0	0	177,610	41,325		
Business Growth												
3	Hadleigh Market - consultancy costs to test whether it is possible to develop and grow Hadleigh Market into a successful town market. BDC Only	Lee Carvell	Apr-16	22,000	17,782	0	4,168	0	21,949	-51	51	
4	4 Town Visioning & Engagement Project - the Open For Business Team will lead the work with local communities to deliver a Vision that can be used to inform later policy-making and decisions that affect the towns. The Vision is intended to establish a high-level aspiration for the towns, setting out the community's key desires and wishes for the town they would like to live in and for businesses to operate from. This is a new way for the communities to be involved in Strategic Planning of the towns (the innovation). (BDC - 10%, MSDC - 90%)	Lee Carvell	Mar-19	208,500	0	0	10,487	40,795	51,281	-157,219	15,722	141,497
5	Shop front & access improvement grants (MSDC only)	Lee Carvell	Jun-18	350,000	0	6,937	0	11,755	18,692	-331,308		331,308

Growth and Efficiency Fund

Project	Responsible Officer	Date of Approval	Budget	Cumulative spend to 2018/19		Apr 19 - Dec 19		Total Spend	Variance - favourable / + adverse	Commitments		
				BDC	MSDC	BDC	MSDC			BDC	MSDC	
CONTINUING PROJECTS												
Community Capacity Building												
6	New engagement post within Communities to support the development of key sites	Vicky Moseley	Apr-18	35,000	0	23,063	19,539	19,539	62,142	27,142		
7	Free casual swimming for children for the summer holidays from 25th July to 5th September inclusive.	Cassandra Clements	Jul-19	33,525	0	0	20,248	16,628	36,876	3,351		
8	To support the 2nd year delivery of the partnership programme being delivered by the Mix in Stowmarket	Fiona Duhamel	Feb-20	40,000	0	0	0	0	0	-40,000		40,000
Efficient Organisation												
9	Additional resources to enable Senior Planning Officer level to be released to support delivery of the planning transformation programme	Phil Isbell	Oct-16	205,000	47,509	47,551	3,675	3,675	102,411	-102,589	51,295	51,295
10	To provide resource to support the management and delivery of the Customer Transformation Programme - work designed to accelerate a number of customer and digital focused projects.	Samantha Lake	Nov-19	32,800	0	0	4,092	4,092	8,184	-24,616	12,308	12,308
Housing Delivery/Business Growth												
Page 27	Commissioning of external specialist feasibility / viability work on key sites as required, to be able to move them forward for approval and development to support economic and housing growth	Robert Hobbs	Jan-15	475,000	194,159	132,050	0	1,518	327,727	-147,273	43,341	103,932
General Transformation - other projects												
12	- Other	Melissa Evans		321,254	16,643	234,611	0	35,000	286,254	-35,000		35,000
13	Trees for Life (MSDC only)	David Clarke		15,000	0	3,350	0	0	3,350	-11,650		11,650
14	FISONs Building - dangerous structure. Cost of survey (MSDC only)	Paul Hughes		10,000	0	6,190	0	0	6,190	-3,810		3,810
15	Strategic Purchase - Aldi, Stowmarket (MSDC only)	Emily Atack		1,484,000	0	1,759,008	0	0	1,759,008	275,008		
16	Improve disabled access at Needham Market Train Station. Matched funding with SCC. (MSDC only)	Tom Barker		50,000	0	0	0	0	0	-50,000		50,000
CONTINUING PROJECTS SUB-TOTAL				3,554,464	456,504	2,392,581	80,098	150,891	3,080,073	-474,390		
COMPLETED PROJECTS SUB-TOTAL				3,267,638	600,359	2,591,416	0	0				
				6,822,102	1,056,863	4,983,997	80,098	150,891	3,080,073	-474,390	122,716	780,800

General Fund Earmarked Reserves

Transfers to / from Earmarked Reserves	Balance 31 March 2019	Forecast Transfers to	Forecast Transfers from	Balance 31 March 2020
Carry Forwards	(85)		85	(0)
Growth and Efficiency Fund	(9,006)	(1,693)	1,965	(8,734)
Commercial Development Risk Management	(500)	(1,000)		(1,500)
Welfare Benefits Reform	(211)			(211)
Business Rates Retention	(1,014)		141	(873)
Business Rates Equalisation	(2,962)			(2,962)
Government Grants	(214)		87	(127)
Commuted Maintenance Payments	(775)		30	(745)
Elections Fund	(84)	(20)		(104)
Planning Enforcement (Legal Costs)	(35)			(35)
Planning Enforcement	(45)			(45)
Revocation of personal search fees	(51)			(51)
Homelessness	(363)		21	(342)
Temporary Accommodation	(118)	(96)		(214)
Planning (Legal Costs)	(506)		89	(417)
Neighbourhood Planning Grants (NPGs)	(27)	(65)		(92)
Community Infrastructure Levy (CIL)	(8,532)			(8,532)
Strategic Planning inc Community Housing Grant, Brownfield Sites etc	(313)		22	(291)
Strategic Planning - Joint Local Plan	(224)		5	(219)
Repairs and Renewals	(293)			(293)
Waste	(205)		128	(77)
Total General Fund	(25,563)	(2,874)	2,572	(25,864)

Note; Growth and Efficiency Fund – the balance at 31 March 2020 does not include planned expenditure for the Strategic Investment Fund (£3m), the Regal Theatre (£2.6m) or Battery Storage (£0.2m)

2019/20 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2019/20 GENERAL FUND	Original Budget £'000	Carry Forwards / Budget Adjustments £'000	Current Budget £'000	Actual Spend £'000	Full Year Forecast £'000	Full Year Forecast LESS Budget (favourable)/adverse £'000	Explanation of major variances
Housing							
Mandatory Disabled Facilities Grant	376	418	794	217	290	(504)	A forecast underspend of £504k is anticipated. Working alongside Orbit Home Improvement Agency we have been able to commit 21% of the annual budget which is lower than the same period last year. Earlier this year members approved a Regulatory Reform Order granting discretion in relation to Disabled Facility Grants up to £5,000. Whilst this scheme has provided some success, Officers intend to present a paper to Cabinet increasing the threshold to support additional grants funding being awarded in the future. It is believed that this will increase the number of grants that are awarded.
Discretionary Housing Grants	100		100	24	32	(68)	
Empty Homes Grant	100		100	31	41	(59)	
Total Housing	576	418	994	272	363	(631)	
Planning for Growth							
Grants for Affordable Housing		400	400	1	-	(400)	As self-financing for the Housing Revenue Account has enabled the Council to build new homes, grant funding for housing associations has reduced resulting in an underspend of £400k. The budget for 2019/20 is a carry forward from the previous year, it was agreed as part of the budget setting process that the budget continue to be carried forward year on year until it is fully utilised.
Total Planning for Growth	-	400	400	1	-	(400)	
Environment and Projects							
Replacement Refuse Freighters - Joint Scheme	376		376	366	366	(10)	
Recycling Bins	80	20	100	85	100	-	
Electric Vehicle Charging Points		236	236	232	239	3	
Total Environmental Services	456	256	712	683	705	(7)	

2019/20 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2019/20 GENERAL FUND	Original Budget £'000	Carry Forwards / Budget Adjustments £'000	Current Budget £'000	Actual Spend £'000	Full Year Forecast £'000	Full Year Forecast LESS Budget (favourable)/adverse £'000	Explanation of major variances
Communities and Public Access							
Planned Maintenance / Enhancements - Car Parks	162		162	9	117	(44)	<p>The majority of the forecast adverse variance (£75k) can be attributed to the early purchase of a road sweeping vehicle, the purchase of which was brought forward the 2020/21 capital programme.</p> <p>Additional spend to be funded from S106 commuted maintenance payments</p>
Streetcare - Vehicles and Plant Renewals	173		173	201	283	110	
Play Equipment	25	10	35	-	50	15	
Community Development Grants	189	150	339	56	339	-	
Total Communities and Public Access	549	160	709	266	790	81	
Total Leisure Contracts	737	131	868	1	451	(417)	<p>A favourable variance of £417k is forecast. It is anticipated that this will be carried forward for use in 2020/21 to support the following;</p> <ul style="list-style-type: none"> • installation of battery storage facilities at Stradbroke and Mid Suffolk Leisure Centres and concrete erosion.
Capital Projects							
Corporate Buildings	80	60	140	17	23	(117)	<p>This budget is utilised for ad hoc / emergency works for the Councils Corporate Buildings as opposed to planned works.</p>
Total Capital Projects	80	60	140	17	23	(117)	

2019/20 Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2019/20 GENERAL FUND	Original Budget £'000	Carry Forwards / Budget Adjustments £'000	Current Budget £'000	Actual Spend £'000	Full Year Forecast £'000	Full Year Forecast LESS Budget (favourable)/adverse £'000	Explanation of major variances
Investment and Commercial Delivery							
Stowmarket Middle School	3,463		3,463		148	(3,315)	The opportunities for land assembly, property acquisition and regeneration have been limited. HQ and Stowmarket Middle School works are due to commence in the next financial year. CIFCO acquisitions have been slower than anticipated due to competitive market conditions and limited stock. GW14 partner to be appointed to progress scheme further in next financial year. We anticipate these budgets will be carried forward for use in 2020/21.
Regal Theatre Rgeneration		2,575	2,575	-	-	(2,575)	
Former Council Offices (Needham Market)	949		949	19	19	(930)	
Gateway 14	6,000		6,000		4,153	(1,847)	
CIFCO - further investment	12,500		12,500	-	10,600	(1,900)	
Needham Lake			-	16	16	16	
Land assembly, property acquisition and regeneration opportunities		203	203	133	140	(63)	
Property Investment Fund	3,000		3,000	-	-	(3,000)	
Total Investment and Commercial Delivery	25,912	2,778	28,690	168	15,076	(13,614)	
Customers, Digital Transformation and Improvement							
ICT - Hardware / Software costs	200	160	360	146	184	(176)	Based on progress to date, it is unlikely that all ICT capital projects budgeted for will be fully spent at the end of the year, a favourable variance of £176k is anticipated.
Total Corporate resources	200	160	360	146	184	(176)	
Total General Fund Capital Spend	28,510	4,363	32,873	1,554	17,591	(15,281)	

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Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/19/53
FROM: Councillor John Whitehead, Cabinet Member for Finance	DATE OF MEETING: 9 March 2020
OFFICER: Gavin Fisk, Assistant Director, Housing Sharon Bayliss, Senior Finance Business Partner	KEY DECISION REF NO. CAB142

HOUSING REVENUE ACCOUNT FINANCIAL MONITORING 2019/20 – QUARTER 3

1. PURPOSE OF REPORT

- 1.1 Based on the financial performance of the Council's Housing Revenue Account during April to December of this financial year and latest information, a review of income and expenditure to date and other factors have identified several budget variances.

2. OPTIONS CONSIDERED

- 2.1 The options that have been considered are;

At this stage in the year, make no recommendation for the transfer of funds from reserves.

3. RECOMMENDATIONS

- 3.1 The potential or likely variations in relation to the HRA both Revenue and Capital compared to the Budget be noted.
- 3.2 That, subject to any further budget variations that arise during the rest of the financial year, the in-year shortfall in funds of £218k, referred to in section 5.5 of the report, be noted.
- 3.3 The 2019/20 Capital Programme position referred to in Appendix A and section 5.10 be noted.

REASON FOR DECISION

To ensure that Members are kept informed of the current budgetary position for both the HRA Revenue and Capital Budgets.

4. KEY INFORMATION

Strategic Context

- 4.1 The financial position of the HRA for 2019/20 should be viewed in the context of the updated 30-year business plan. A balanced budget has been achieved for 2019/20 by reducing both capital and revenue budgets and withdrawing money from reserve.

- 4.2 A fundamental review of the housing service was undertaken during 2018/19 to identify savings, efficiencies and income generation opportunities that will achieve a sustainable business plan into the future. The business plan sets out the aspiration of the Council to increase the social housing stock by either buying existing dwellings or building new ones.
- 4.3 The Welfare Reform and Work Act 2016 requiring all social landlords to reduce rents by 1% each year ends in March 2020. This means rents can increase by Consumer Price Index (CPI) +1% for five years from April 2020, which will reduce the impact of the 1% reduction on the 30-year plan.
- 4.4 With the Council's housing stock at 3,299 homes there will always be unplanned events that affect the level of income and expenditure in any one financial year. Members should therefore consider annual variances in the context of the medium-term outcomes that the Council wishes to achieve.

5. Quarter 3 position

- 5.1 Based upon financial performance and information between April 2019 to December 2019 (with trends extrapolated to the end of the financial year) and discussions with budget managers/Senior Leadership Team, a number of key variations on expenditure and income compared to budget have been identified.
- 5.2 The report covers:
- The Housing Revenue Account (HRA) Revenue Budget
 - The Housing Revenue Account (HRA) Capital Programme
- 5.3 Budget monitoring is a key tool and indicator on the delivery of the Council's plans and priorities for the year. There will, of course, always be reasons why there are variances such as:
- Economic conditions and those services that are affected by demand.
 - Base budgets being over or understated (a number were identified in the 2018/19 financial outturn report to Members).
 - Uncertainties relating to funding or other changes that were not known at the time the budget was approved.
- 5.4 Taking each area in turn, the position on key aspects of the 2019/20 budget is summarised below:

Revenue

- 5.5 The original budget set for the HRA for 2019/20 shows a deficit of £419k, which would be met by reserves to achieve a balanced budget position. The forecast position at the end of December is a deficit of £637k, an adverse variance of £218k, as detailed in the table below.

The forecast variances identified within this report have also taken into consideration when setting the budgets for 2020/21.

- 5.6 The main items that are included in the overall adverse variance of £218k are detailed in the text and tables below:

	Budget 2019/20	Full Year Forecast	Full Year Forecast Variance to Budget (favourable) / adverse
	£'000	£'000	£'000
Total Income	(15,230)	(15,185)	45
Housing Management	2,995	2,995	-
Property Services - Planned Maintenance	1,284	1,319	35
Responsive Repairs and Maintenance	1,836	2,114	278
Bad Debt Provision	86	86	-
Interest Payable	2,912	2,912	-
Depreciation	3,709	3,709	-
Revenue Contribution to Capital Outlay	2,827	2,687	(140)
Debt Repayment	-	-	-
Total Expenditure	15,649	15,822	173
TOTAL (Surplus)/Deficit	419	637	218

Income – an adverse variance / income shortfall of £45k

- **Dwelling rents** - are anticipated to be £17k (0.12%) below the budget of £14.2m due to slightly higher voids than anticipated.
- **Non-dwelling income mainly refers to garage rental income** – an income shortfall of £23k due to higher than anticipated voids and a delay in the project to look at how these can be reduced. Additionally, work will take 2020/21 to look at alternative use for under-utilised sites.
- **Other Income** – a small adverse variance of £5k based on current trends.

Property Services – an adverse variance of £35k.

- Asbestos surveys - an adverse variance of £72k is expected.
- Both surplus income from heating incentives (£15k) and a favourable variance for the Whole House Servicing contract (£18k) can help to mitigate the adverse variance mentioned above.

Repairs and Maintenance – an adverse variance of £278k

- The majority of the adverse variance can be attributed to expenditure in relation to the use of sub-contractors. This is to ensure work was completed on time and to a satisfactory standard. Work continues to reduce our reliance on sub-contractors through the effective management and performance of the existing workforce.

Revenue Contribution to Capital – a favourable variance of £140k

- The anticipated slippage in the 2019/20 HRA Capital Programme as detailed in sections 5.8 to 5.10 below, has consequently resulted in a reduced financing requirement.

5.7 The net £637k adverse position means that the total HRA balances as at 31 March 2020 are forecast to be £4.797m. This includes a minimum working balance of £1.209m, £3.568m in the Strategic Priorities Reserve and £20k in the Building Council Homes programme earmarked reserve.

Capital

5.8 Use of capital and one-off funds is critical and need to be linked into our future delivery plans. A zero-based approach was adopted for the capital programme for 2019/20 to ensure that resources are aimed at delivering the council's strategic priorities.

5.9 With complex capital schemes it is difficult to accurately assess the level of payments that will be made during a particular financial year. The Council continues to embark on new projects e.g. building new homes, where it is difficult to accurately predict at the planning stage how payments will fall. Members should therefore focus on whether overall outcomes are being achieved as a result of the capital investment rather than variances against the plan for a particular year.

5.10 Actual capital expenditure for the period April 2019 to December 2019 totals £1.319m, against the budget (including carry forwards) of £12.935m, as set out in Appendix A. We are currently forecasting that the annual spend in 2019/20 will result in an underspend of £7.9m as summarised below:

- **New Build and Acquisitions Programme** – a carry forward £7.8m is currently anticipated. This includes a number of schemes where we are expected to be on site within the next few months.
- **Capital Planned Maintenance programme** – several schemes in this category vary from the current year budget but in overall terms, spend to the revised capital works programme is as budget.
- **IT Systems** - £140k due to delays in project delivery.

6. LINKS TO THE CORPORATE PLAN

6.1 Ensuring that the Councils make best use of their resources is what underpins the ability to achieve the priorities set out in the Corporate Plan. Specific links are to financially sustainable Councils, managing our housing assets effectively, and property investment to generate income.

7. FINANCIAL IMPLICATIONS

These are detailed in the report.

8. LEGAL IMPLICATIONS

8.1 There are no specific legal implications.

9. RISK MANAGEMENT

9.1 This report is most closely linked with the Council's Significant Risk No. 13 – We may be unable to respond in a timely and effective way to financial demands and also Corporate Risk No. SE05 – if the Finance Strategy is not in place with a balanced position over the medium term the Councils will not be able to deliver the core objectives and service delivery may be at risk of not being delivered. Other key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
If we do not consider the ongoing impacts of the Welfare and Funding Reforms, then it could lead to unpreparedness for further changes.	Unlikely - 2	Bad – 3	Ensure adequate bad debt provision and that the Income Management Strategy seeks to mitigate the impact of the changes on residents, the Council's income streams and budgets.
If there are increases in inflation and other variables, then Council Housing self-financing could result in a greater risk to investment and service delivery plans.	Unlikely - 2	Noticeable – 2	Inflation and interest rate assumptions have been modelled in the HRA business plan. Capital receipts and capital programme funding reviewed.
If we fail to spend retained RTB receipts within 3-year period, then it will lead to requirement to repay to Government with an additional 4% interest.	Unlikely - 2	Bad - 3	Provision has been made in the updated HRA Investment Strategy to enable match funding and spend of RTB receipts.
If we borrow too much to fund New Homes, we will not be able to pay the loan interest.	Unlikely - 2	Bad - 3	Follow the CIPFA Prudential Code which states Capital investment plans must be affordable, prudent and sustainable.
If Brexit has a negative impact on the Economy, then interest rates/inflation/house prices and demand/jobs could be impacted.	Probable - 3	Bad - 3	Understanding and acting on intelligence from the Local Government Association (LGA) and CIPFA.

Risk Description	Likelihood	Impact	Mitigation Measures
If capital data is inaccurate it could lead to problems with treasury management debt and cashflows.	Unlikely - 2	Bad - 3	Work closely with treasury management when setting capital budgets and how this will be financed. Monitor the capital spend quarterly and raise any changes with treasury management.

10. CONSULTATIONS

- 10.1 Consultations have taken place with Assistant Directors, Corporate Managers and other Budget Managers as appropriate

11. EQUALITY ANALYSIS

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

12. ENVIRONMENTAL IMPLICATIONS

- 12.1 With the Council's ambition to become carbon neutral by 2030, all budget holders will need to consider the environmental implications of how their revenue and capital budgets are spent.

13. APPENDICES

Title	Location
APPENDIX A – Capital Programme	Attached

14. BACKGROUND DOCUMENTS

21 February 2019 Housing Revenue Account (HRA) Budget and Four-year Outlook Report 2019/20 – MC/18/39

28 August 2019 Housing Revenue account (HRA) Financial Monitoring - Quarter 1 MCa/19/15

12 December 2019 Housing Revenue account (HRA) Financial Monitoring - Quarter 2 (sent electronically)

Capital Programme

MID SUFFOLK CAPITAL PROGRAMME 2019/20	Original Budget	Carry Forwards	Current Budget	Actual Spend	Full Year Forecast - Dec 19	Full Year Forecast Variance to Budget (favourable) / adverse	Explanation of movement
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	
Planned maintenance	3,073	609	3,682	2,052	3,682	-	Reduction in requirements for new IT expenditure
ICT Projects	200		200	-	60	(140)	
Environmental Improvements	30		30	7	30	-	
Council Housing Adaptations	200	66	266	195	266	-	
New build programme inc acquisitions	8,757		8,757	(935)	994	(7,763)	
Total HRA Capital Spend	12,260	675	12,935	1,319	5,032	(7,903)	

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Law and Governance
Assistant Director Emily Yule

The Law and 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 team have an essential role in maintaining and promoting good governance throughout the organisation.

Main Achievements and Outcomes
October - December 2019

Electoral Services have managed to successfully deliver the unplanned UKPGE. The election was delivered efficiently, effectively and legally. Land charges continue to deliver within the 5 day response period, work has begun to deliver further efficiencies to personal searches in quarter 4.

Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20

target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

Internal Audit, Risk & Data Protection
Corporate Manager John Snell

Performance measure	Period	Data	Target	Council	Trend	Comments
IA01 No. of 'high priority' Internal Audit recommendations implemented Cabinet Member: Suzie Morley Data Owner: John Snell	2019/20					There were no high priority recommendations implemented during Q3
	Qtr.1	0		Both		
	Qtr.2	2				
	Qtr.3	0				
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
IA02 % of completed 'high priority' recommendations implemented. Cabinet Member: Suzie Morley Data Owner: John Snell	2019/20		100%			See above
	Qtr.1	n/a		Both		
	Qtr.2	100%				
	Qtr.3	n/a				
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments	
IM01 % of Freedom of Information requests responded to in 20 working days Cabinet Member: Suzie Morley Data Owner: Martyn Jackson	2018/19		100%	Both		During Q3 we received a total of 149 Freedom of Information requests, as well as 116 Environmental Information requests and 21 Subject Access requests. This performance as expected has improved in Q3 over Q2.	
	Qtr.1	95%					
	Qtr.2	94%					
	Qtr.3	91.60%					
	Qtr.4	93.40%					
	2019/20		100%				
	Qtr.1	96.70%					
	Qtr.2	89.60%					

**Electoral Services & Land Charges
Corporate Manager - David Connor**

Performance measure	Period	Data	Target	Council	Trend	Comments	
IM02 Average number of days taken to complete land searches Cabinet Member: Suzie Morley Data Owner: Val Stoner	2018/19		10 days	Both		On target	
	Qtr.1	7.84					
	Qtr.2	9.7					
	Qtr.3	11.6					
	Qtr.4	5					
	2019/20		5 days				
	Qtr.1	4.6					
	Qtr.2	6					

Performance measure	Period	Data	Target	Council	Trend	Comments
DS01 % of Household Enquiry forms returned during the Annual Canvass Cabinet Member: Suzie Morley Data Owner: David Connor	2018/19 2019/20	97.03% 91.21%	95% 95%	MSDC		The Annual Canvass of Electors was concluded, and revised register published on 1 December 2019. The overall response rate was 91.21% with 41.82% of respondents using an electronic response method (telephone, online and text message). The canvass return was lower than previously due to resources being diverted to the delivery of the UKPGE. Nonetheless, as a result of increased registration prior to the UKPGE the register is assessed to be more accurate than following a normal annual canvass. The performance measure will need to be reviewed following the implementation of the Canvass Reform during the 2020 canvass.

**Shared Legal Services
Service Manager - Teresa Halliday**

Performance measure	Period	Data	Target	Council	Trend	Comments
SLS01 % of legal challenges successfully defended (context of success means the outcome is a ruling in the Council's favour) Cabinet Member: Suzie Morley Data Owner: Teresa Halliday	2018/19 Qtr.1 Qtr.2 Qtr.3 Qtr.4 2019/20 Qtr.1 Qtr.2 Qtr.3 Qtr.4	100% 100% 100% 100% n/a 100% 100%	100% 100%	MSDC		During Q3 there was 1 prosecution - failure to comply with enforcement notice.

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Corporate Resources
Assistant Director Katherine Steel
 The Corporate Resources teams are predominantly support services and contribute to the delivery of the Joint Strategic Plan by providing professional support and advice to all other services areas.

Main Achievements and Outcomes October - December 2019

- 1) In October and November the final two finance training modules were delivered for councillors on the topics of council tax and business rates. This rounded off a series of seminars designed to give councillors an understanding of the key areas of local government finance that they will come into contact with.
- 2) The usage of the citizen access portal by council tax customers continued to increase for viewing accounts and notifying moves. For December 73% of move notifications for Babergh and 70% for Mid Suffolk came via the portal.
- 3) Introduction of an improved landlord portal for housing benefit with 68% of landlords signed up to it. This has given the ability to notify landlords of Discretionary Housing Payments made to them on behalf of their 'safe-guarded' tenants' and a reduction in printed and mailed items.

Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

target

Human Resources and Organisational Development
Interim Corporate Manager- Tricia Palmer

Performance measure	Period	Data	Target	Council	Trend	Comments	
HR01 No. of days lost to sickness Cabinet Member: John Whitehead Data Owner: Suzie Morley	2017/18					Total sickness absence has reduced from 3216 days in 2018/19 to 2610 days in 2019/20. The spike in the third quarter is normal for this time of year and mainly relates to mental health, respiratory, and gastro- intestinal viruses.	
	Qtr.1	949		Both			
	Qtr.2	908					
	Qtr.3	1191					
	Qtr.4	1072					
	2018/19		Decrease				
	Qtr. 1	1128					
	Qtr. 2	1125					
	Qtr. 3	963					
	Qtr. 4	875					
	2019/20		Decrease				
	Qtr. 1	767.5					
	Qtr. 2	731					
Qtr. 3	1111.5						
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments																														
HR02 No. of staff on long term sickness (Absent for 4 or more weeks) Cabinet Member: Suzie Morley Data Owner: Magda Brauer	2016/17		n/av		<table border="1"> <caption>Long Term Sickness Data</caption> <thead> <tr> <th>Fiscal Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2016/17</td> <td>13</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2017/18</td> <td>14</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2018/19</td> <td>15</td> <td>16</td> <td>21</td> <td>13</td> </tr> <tr> <td>2019/20</td> <td>12</td> <td>14</td> <td>8</td> <td>4</td> </tr> <tr> <td>2019/20</td> <td>7</td> <td>11</td> <td>14</td> <td></td> </tr> </tbody> </table>	Fiscal Year	Q1	Q2	Q3	Q4	2016/17	13				2017/18	14				2018/19	15	16	21	13	2019/20	12	14	8	4	2019/20	7	11	14		The instances of long term sickness remained fairly static from 2018/19 and 2019/20. The figures for quarter 3 relate to 14 employees from a workforce of over 500.
	Fiscal Year	Q1	Q2	Q3		Q4																														
	2016/17	13																																		
	2017/18	14																																		
	2018/19	15	16	21		13																														
	2019/20	12	14	8		4																														
	2019/20	7	11	14																																
	Qtr.3	13																																		
	Qtr.4	14																																		
	2017/18			n/av																																
	Qtr.1	15																																		
	Qtr.2	16																																		
	Qtr.3	21																																		
	Qtr.4	13																																		
	2018/19			Decrease		Both																														
	Qtr. 1	12																																		
Qtr. 2	14																																			
Qtr. 3	8																																			
Qtr. 4	4																																			
2019/20			Decrease																																	
Qtr. 1	7																																			
Qtr. 2	11																																			
Qtr. 3	14																																			
Qtr. 4																																				

Performance measure	Period	Data	Target	Council	Trend	Comments
HR04 No of days sickness attributed to long term sickness Cabinet Member: Suzi Morley Data Owner: Magda Brauer	2019/20		Information only			See above
	Qtr.2	326.5		Both		
	Qtr.3	458.5				
	Qtr.4					

Performance measure	Period	Data	Target	Council	Trend	Comments
HR03 Average number of days sickness per fte (cumulative) (target is UK national average ONS 2017) Cabinet Member: Suzie Morley Data Owner: Magda Brauer	2019/20		4.1 days			The average days sickness per fte for the last 3 quarters is 5.48 days which is above the ambitious target of 4.1 days. However, it should be noted that the average number of days sickness for district councils is 8.1 days
	Qtr. 1	1.62		Both		
	Qtr. 2	3.27				
	Qtr. 3	4.63				
	Qtr. 4					

Finance
Corporate Manager Melissa Evans

Performance measure	Period	Data	Target	Council	Trend	Comments
F01 Tax base - No. of Band D equivalent properties Cabinet Member: John Whitehead Data Owner: Jacqui Richmond	2016/17	35,336		MSDC		From Q2 to Q3 there was an increase in the number of chargeable dwellings due to an increase in the total number of dwellings. There was also a slight drop in discounted dwellings (Council Tax Support (LCTRS)
	2017/18	36,109	35,756			
	2018/19		36,337			
	Qtr.1	36,374				
	Qtr.2	36,581				
	Qtr.3	36,747				
	Qtr.4	36,716				
	2019/20		36,841			
	Qtr.1	37,020				
	Qtr.2	37,147				
Qtr.3	37,312					
Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments
F02 £ Income generated from investing cash £'000 Cabinet Member: John Whitehead Data Owner: Rebecca Martin-Halls	2016/17			MSDC		Includes fund estimates as exact rates are not available at the time of this report. Returns expected to remain on target despite Brexit uncertainty impacting on financial markets.
	Qtr. 1	88				
	Qtr. 2	98				
	Qtr. 3	96				
	Qtr. 4	100				
	2017/18		112			
	Qtr. 1	130				
	Qtr. 2	130				
	Qtr. 3	119				
	Qtr. 4	113				
	2018/19		107			
	Qtr. 1	136				
	Qtr. 2	125				
	Qtr. 3	107				
Qtr. 4	114					
2019/20		112				
Qtr. 1	135					
Qtr. 2	140					
Qtr. 3	140					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
F03 % Council tax collected Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Andrew Wilcock	2017/18		98.4%	MSDC		Slightly under target. This is due to an increase in customers paying over 12 months and the impact of frequent changes in circumstances resulting in the recalculation of instalments. Compared to April 2019 there is a further £965k for Mid Suffolk due in the final quarter of the year.	
	Qtr.1	30.1%					
	Qtr.2	57.7%					
	Qtr.3	86.0%					
	Qtr.4	98.7%					
	2018/19						
	Qtr. 1	29.9%	30.1%				
	Qtr. 2	57.5%	57.7%				
	Qtr. 3	85.8%	86.0%				
	Qtr. 4	98.6%	98.4%				
	2019/20						
	Qtr. 1	29.8%	29.9%				
	Qtr. 2	57.2%	57.5%				
Qtr. 3	85.4%	85.8%					
Qtr. 4		98.4%					
					The enforcement timetable has been reviewed and updated to ensure recovery processes remain effective. The position should recover by the end of the financial year. <i>BDC Qtr.3 2019/20 - 85.4%</i>		
Performance measure	Period	Data	Target	Council	Trend	Comments	
F04 % Business rates collected Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Andrew Wilcock	2017/18		98.4%	MSDC		Slightly under target (£70k). This is due to changes in the rating list profiling instalments into the future. At the start of the year there was £1m due to be paid in February and March 2020. At the start of December this had increased to £1.4m.	
	Qtr. 1	31.1%					
	Qtr. 2	60.5%					
	Qtr. 3	85.9%					
	Qtr. 4	99.0%					
	2018/19						
	Qtr. 1	30.9%	31.1%				
	Qtr. 2	58.8%	60.5%				
	Qtr. 3	83.9%	85.9%				
	Qtr.4	97.8%	98.4%				
	2019/20						
	Qtr. 1	31.1%	30.9%				
	Qtr. 2	58.6%	58.8%				
Qtr. 3	83.6%	83.9%					
Qtr.4		98.4%					
					<i>BDC Qtr.3 2019/20 - 83.2%</i>		

Performance measure	Period	Data	Target	Council	Trend	Comments
F05 Average time taken to process new Housing Benefit claims Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Amy Mayes	2016/17		24 days	MSDC		The New Claims outturn for 2018/19 was 20.03 days as a cumulative figure. The year to date figure for 2019/20 currently stands at 16.15 days for the 316 New Claims processed this year. The Q3 position is ahead of target <i>BDC Qtr.3 2019/20 - 16.59 days</i>
	Qtr. 1	22				
	Qtr. 2	22				
	Qtr. 3	22				
	Qtr. 4	22				
	2017/18		24 days			
	Qtr. 1	23				
	Qtr. 2	30				
	Qtr. 3	31				
	Qtr. 4	23				
	2018/19		24 days			
	Qtr. 1	25				
	Qtr. 2	19				
	Qtr. 3	19				
	Qtr.4	17				
	2019/20		24 days			
Qtr. 1	18					
Qtr. 2	18					
Qtr. 3	17					
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
F06 Average time taken to process Housing Benefit Change of Circumstance requests Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Amy Mayes	2016/17		10 days	MSDC		The Change of Circumstances outturn for 2018/19 was 3.91 days as a cumulative figure. The year to date figure for 2019/20 currently stands at 4.52 days for the 5,841 changes processed this year. The Q3 position is ahead of target <i>BDC Qtr.3 2019/20 - 4.55 days</i>	
	Qtr. 1	9					
	Qtr. 2	9					
	Qtr. 3	10					
	Qtr. 4	3					
	2017/18		10 days				
	Qtr. 1	7					
	Qtr. 2	7					
	Qtr. 3	6					
	Qtr. 4	3					
	2018/19		7 days				
	Qtr. 1	6					
	Qtr. 2	5					
	Qtr. 3	4					
	Qtr.4	2					
	2019/20		7 days				
	Qtr. 1	5					
	Qtr. 2	5					
	Qtr. 3	5					
	Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments
F07 Online housing new claims as a % of all housing benefit new claims Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Amy Mayes	2016/17			MSDC		During 2018/19, 87% of all applications for Housing Benefit and Council Tax Reduction were received online. The % of Housing Benefit New Claims received online during 2019/20 exceeds target. <i>BDC Qtr.3 2019/20 - 93%</i>
	Qtr. 1	71.0%				
	Qtr. 2	66.0%				
	Qtr. 3	83.0%				
	Qtr. 4	83.0%				
	2017/18					
	Qtr. 1	79.0%				
	Qtr. 2	85.0%				
	Qtr. 3	83.0%				
	Qtr. 4	80.0%				
	2018/19		85%			
	Qtr. 1	86.0%				
	Qtr. 2	81.0%				
	Qtr. 3	93.0%				
	Qtr. 4	91.0%				
	2019/20		90%			
Qtr. 1	88.0%					
Qtr. 2	91.0%					
Qtr. 3	93.0%					
Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments
F08 % of business rates payers using Direct Debit Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Andrew Wilcock	2017/18			MSDC		This measure currently shows the percentage of business rate payers using direct debit. Traditionally the large national ratepayers pay their rates bill via BACS. A number of smaller businesses pay depending on their cashflow and will not convert to direct debit. 2.31% of the business rates paid since April was by cash and cheque and 38% via bacs. <i>BDC Qtr.3 2019/20 - 53.1%</i>
	Qtr. 1	52.6%				
	Qtr. 2	53.9%				
	Qtr.3	53.0%				
	Qtr.4	53.0%				
	2018/19		n/av			
	Qtr. 1	53.9%				
	Qtr. 2	54.5%				
	Qtr. 3	55.1%				
	Qtr.4	52.0%				
	2019/20		n/av			
	Qtr. 1	54.2%				
	Qtr. 2	54.5%				
Qtr. 3	53.6%					
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments
F09 % of council tax payers using Direct Debit Cabinet Member: John Whitehead Data Owner: Christina Morley Operations Manager: Andrew Wilcock	2017/18		n/av	MSDC		Since April, 4% of the total amount paid was made by cash and cheque.
	Qtr. 1	77.6%				
	Qtr. 2	78.9%				
	Qtr.3	78.4%				
	Qtr.4	77.0%				
	2018/19		n/av			
	Qtr. 1	78.4%				
	Qtr. 2	78.4%				
	Qtr. 3	78.7%				
	Qtr.4	77.7%				
	2019/20					
	Qtr. 1	79.7%				
	Qtr. 2	79.6%				
Qtr. 3	79.5%					
Qtr.4				<i>BDC Qtr.3 2019/20 - 81.2%</i>		

Customers, Digital Transformation & Improvement
Assistant Director Sara Wilcock

The

Customer Services teams work to provide all our customers with flexible and efficient access to services, ensure our most vulnerable customers receive additional support to meet their needs, and drive business improvement across the organisation through tracking performance, utilising insight and intelligence and raising project management standards.

Main Achievements and Outcomes October - December 2019	Our average telephony times have reduced to 1.16 minutes, below our target and also demonstrate a positive downwards trajectory in customer wait times consistently this year. Our abandoned rate also continues to decline at 8.9% which was a positive reduction from Q2. Our calls answered within 30 seconds has also increased to an average of 60% over Q3 an increase of 4% from Q2. Whilst our website hits have decreased from Q2, Q4-Q3 of 2018/2019 vs Q4-Q3 of 2019/2020 we have seen an increase of 3,666 visitors overall, which is positive.
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Key for trend graph: ● 2016/17 ● 2017/18 ● 2018/19 ● 2019/20 ○ target	Key: n/a not applicable n/av not available highlighted measure, further detail in main report
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Customer Operations
Corporate Manager Samantha Lake

Performance measure	Period	Data	Target	Council	Trend	Comments	
CS01 Average number of daily visitors to joint website Cabinet Member: Suzie Morley Data Owner: John Broadwater	2018/19		n/av	Both		The decline continues with a further 9% fall from the previous quarter, spread across most areas of the website. This is a reflection of the typical downturn in visitor numbers before the Christmas period, experienced in past years.	
	Qtr.1	9,685					
	Qtr. 2	9,942					
	Qtr.3	10,080					
	Qtr.4	11,051					
	2019/20						
	Qtr.1	12,117	Increase - No target set as establishing benchmark				
	Qtr. 2	11,145					
Qtr.3	10,111						
Qtr.4							

Performance measure	Period	Data	Target	Council	Trend	Comments
CS02 No. of daily transactions completed via website Cabinet Member: Suzie Morley Data Owner: John Broadwater	2018/19		Increase - No target set as establishing benchmark	Both		An 18% decline this past quarter which seems typical for the time of year but nevertheless leaves us up for the year due to two previous strong quarters. We are trying to encourage customers to interact with us digitally, and web pages and web forms are geared towards that goal.
	Qtr.1	250				
	Qtr. 2	245				
	Qtr.3	218				
	Qtr.4	204				
	2019/20					
	Qtr.1	279				
	Qtr. 2	275				
Qtr.3	226					
Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments
CS03 No. of payments collected digitally (automated telephony, web payment) Cabinet Member: Suzie Morley Data Owner: Marie Fletcher	2018/19		Increase - No target set as establishing benchmark	Both		This measure currently includes all the Direct Debits collected in respect of Council Tax, Business Rates, Housing Benefit Overpayment Repayment, Rents & Sundry Charges across both BDC & MSDC. The count also includes all Debit and Credit Card payments made via Web Pages, the Automated Telephone Payment line (ATP) and through End Call via Customer Services colleagues for all service areas (that is those listed already plus for example Building Control, Planning, Waste Services etc.)
	Qtr.1	243,833				
	Qtr. 2	244,864				
	Qtr.3	242,478				
	Qtr.4	208,022				
	2019/20					
	Qtr.1	247,540				
	Qtr. 2	243,389				
Qtr.3	238,631					
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments
CS04 No. of views via YouTube across all meetings as at the time of analysis figures relate to all views for both Councils) Cabinet Member: Suzie Morley Data Owner:	2019/20			MSDC		There is a decrease in the total number of livestreamed meetings and views compared to previous quarters. This is due to the number of meetings cancelled during the pre-election period ahead of the General Election in December 2019. The meeting with the highest number of views during Q3 was the Mid Suffolk Cabinet on 07/10/19 - 136 Along with views via YouTube members of the public have the opportunity to attend formal meetings in person. Included below are details of meetings where 15 or more members of the public were in attendance: 16/10/19 - Development Control 30 20/10/19 - Development Control 20
	Qtr.1	2,393				
	Qtr. 2	2,981				
	Qtr.3	1,242				
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
CS05 No. of face to face visitors to customer access point (Stowmarket) Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19		Decrease No target set as establishing benchmark	MSDC		New survey system implemented in both main CAPs, therefore, this quarter shows a change in patterns as customers are now directly submitting their own comments and are counted via that system. Staff were still recording via the old system for Oct and Nov.
	Qtr.1	1027				
	Qtr. 2	442				
	Qtr.3	954				
	Qtr.4	1357				
	2019/20					
	Qtr.1	1105				
	Qtr. 2	1104				
	Qtr.3	880				
Qtr.4						
Performance measure	Period	Data	Target	Council	Trend	Comments
CS06 No. of calls answered Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19		No target to be set as establishing benchmark	Both		Calls Answered has continued to increase although December saw the traditional drop in calls received. This has been achieved whilst meeting the other targets for % Abandoned and Answered.
	Qtr.1	35014				
	Qtr. 2	37231				
	Qtr.3	33947				
	Qtr.4	34685				
	2019/20					
	Qtr.1	32573				
	Qtr. 2	32892				
	Qtr.3	33410				
Qtr.4						

Performance measure	Period	Data	Target	Council	Trend	Comments	
CS07 Average time taken to answer calls (mins) PLEASE NOTE GRAPH CONVERTED TIME TO DECIMAL Cabinet Member: Suzie Morley Data Owner: Helen Austin	2017/18		1.00	Both		For Q3 Average Wait Time peaked at 1 min 35 secs in November. Dropped to 59 secs in December. Calls answered within 30 seconds increased to 70.96%.	
	Qtr.1	2.49					
	Qtr. 2	2.08					
	Qtr.3	2.19					
	Qtr.4	1.38					
	2018/19		1.45				
	Qtr.1	1.42					
	Qtr. 2	1.07					
	Qtr.3	1.04					
	Qtr.4	2.07					
	2019/20						
	Qtr.1	1.58					
	Qtr. 2	1.45					
Qtr.3	1.16						
Qtr.4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
CS08 % of overall calls abandoned Cabinet Member: Suzie Morley Data Owner: Helen Austin	2017/18		n/av	Both		Q3 peaked at 10.63% in November. Other 2 months below target at 9.16 Oct and 7.18 December. December is the best month for the whole year so far.	
	Qtr.1	22.33%					
	Qtr. 2	15.33%					
	Qtr.3	15.81%					
	Qtr.4	10.96%					
	2018/19		10%				
	Qtr.1	14.31%					
	Qtr. 2	8.85%					
	Qtr.3	8.16%					
	Qtr.4	15.51%					
	2019/20						
	Qtr.1	14.68%					
	Qtr. 2	13.10%					
Qtr.3	8.99%						
Qtr.4							

Performance measure	Period	Data	Target	Council	Trend	Comments	
CS09 Customer Satisfaction rate, of those measured achieve good, very good or excellent Cabinet Member: Suzie Morley Data Owner: Helen Austin	2018/19		85%	MSDC		Data taken from new survey system. Out of 33 recorded responses, 31 were rated as Excellent. 1 was rated as Fair and 1 as Very Poor. Percentage shown here is based on those rated as Excellent.	
	Qtr.1	100%					
	Qtr. 2	86%					
	Qtr.3	100%					
	Qtr.4	100%					
	2019/20						
	Qtr.1	93%					
	Qtr. 2	98%					
Qtr.3	94%						
Qtr.4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
CS10 No. of complaints to Ombudsman where Council is at fault Cabinet Member: Suzie Morley Data Owner: Gary Rose Thompson	2018/19		n/a	MSDC		There are no complaints awaiting a decision with the Ombudsman.	
	Qtr.1	0					
	Qtr. 2	0					
	Qtr.3	0					
	Qtr.4	0					
	2019/20						
	Qtr.1	0					
	Qtr. 2	0					
Qtr.3	0						
Qtr.4							

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Planning for Growth
Assistant Director Tom Barker

The Planning for growth agenda is supported by a number of teams including Strategic Planning and Development Management. The focus is on delivering more of the right homes, in the right places, creating resilient and well served communities and encouraging and facilitating new employment opportunities.

Main Achievements and Outcomes
October - December 2019

In Q3 the Validation team validated 1126 applications and all were validated within the Service Plan targets (3 days for Non-Majors and 5 days Major applications) and most were processed ahead of this target. An updated Local Validation List has also been published for consultation. Enforcement reports on newly opened and recently closed cases are now being emailed to Councillors weekly and work is progressing to provide further information to Councillors on the investigations. Preparatory work have begun on a programme of service transformation and workload reduction activity within planning enforcement. An experienced temporary enforcement officer has been recruited to assist the management of a number of complex investigations whilst this transformation work is in progress.

Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20
- target

Key:

- n/a not applicable
- n/av not available

Strategic Planning
Corporate Manager Robert Hobbs

Performance measure	Period	Data	Target	Council	Trend	Comments
SP03 No. of neighbourhood plans at preparation stage (cumulative total) Cabinet Member: David Burn Data Owner: Paul Bryant	2016/17		n/a	MSDC		One new NP Area was designated during Q3 2019-20, that being Ashbocking. Significant progress has been made on other plans which is reported under SP04 and SP05 below. For more information on all NPs in Mid Suffolk please see: https://www.midsuffolk.gov.uk/planning/neighbourhood-planning/neighbourhood-planning-in-mid-suffolk/ BDC Qtr.3 2019/20 - 24 plans
	Qtr. 1	7				
	Qtr. 2	8				
	Qtr.3	8				
	Qtr.4	9				
	2017/18		n/a			
	Qtr.1	9				
	Qtr. 2	11				
	Qtr. 3	14				
	Qtr. 4	16				
	2018/19		n/a			
	Qtr.1	17				
	Qtr. 2	18				
	Qtr. 3	20				
	Qtr. 4	19				
	2019/20		n/a			
	Qtr.1	18				
Qtr. 2	18					
Qtr. 3	18					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments																									
SP04 No. of neighbourhood plans entering examination stage (cumulative total) Cabinet Member: David Burn Data Owner: Paul Bryant	2016/17		n/a	MSDC	<table border="1"> <caption>Bar Chart Data</caption> <thead> <tr> <th>Year</th> <th>16/17</th> <th>17/18</th> <th>18/19</th> <th>19/20</th> </tr> </thead> <tbody> <tr> <td>Q1</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> <tr> <td>Q2</td> <td>0</td> <td>0</td> <td>1</td> <td>1</td> </tr> <tr> <td>Q3</td> <td>1</td> <td>0</td> <td>1</td> <td>2</td> </tr> <tr> <td>Q4</td> <td>1</td> <td>0</td> <td>1</td> <td>2</td> </tr> </tbody> </table>	Year	16/17	17/18	18/19	19/20	Q1	0	0	0	0	Q2	0	0	1	1	Q3	1	0	1	2	Q4	1	0	1	2	In the last quarter, final Examination Reports have been received on both the Eye and Fressingfield N'hood Plans. Both recommend that, with modification, these NPs should proceed to a local referendum. No other NPs are currently at examination but both the Drinkstone and Woolpit Plans are due to be submitted for examination in Q4 2019-20.
	Year	16/17	17/18			18/19	19/20																								
	Q1	0	0			0	0																								
	Q2	0	0			1	1																								
	Q3	1	0			1	2																								
	Q4	1	0			1	2																								
	Qtr. 1	0																													
	Qtr. 2	0																													
	Qtr.3	1																													
	Qtr.4	1																													
	2017/18					n/a																									
	Qtr.1	0																													
	Qtr. 2	0																													
	Qtr. 3	0																													
	Qtr. 4	0																													
	2018/19					n/a																									
	Qtr.1	1																													
	Qtr. 2	2																													
	Qtr. 3	1																													
	Qtr. 4	1																													
2019/20			n/a																												
Qtr.1	1																														
Qtr. 2	2																														
Qtr. 3	2																														
Qtr. 4	2																														

Performance measure	Period	Data	Target	Council	Trend	Comments
SP05 No. of neighbourhood plans made (cumulative total) Cabinet Member: David Burn Data Owner: Paul Bryant	2016/17		n/a	MSDC		Both the Haughley and Thurston NPs went to Full Council on 24 Oct 2019 for formal adoption. They become the fifth and sixth such plans to be adopted in Mid Suffolk. Note also that the Botesdale & Rickinghall NP received a majority 'yes' vote at referendum on 28 Nov 2019 and will be taken to Full Council in late Jan 2020 for formal adoption.
	Qtr. 1	0				
	Qtr. 2	0				
	Qtr.3	0				
	Qtr.4	1				
	2017/18		n/a			
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	0				
	2018/19		n/a			
	Qtr.1	0				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	2				
	2019/20					
	Qtr.1	1				
Qtr. 2	0					
Qtr. 3	2					
Qtr. 4	0					

**Growth & Sustainable Planning
Corporate Manager Philip Isbell**

Performance measure	Period	Data	Target	Council	Trend	Comments	
GSP01 % of major applications processed 'in time' (13 wks., 16 wks. or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: David Burn Data Owner: John Mawdsley	2016/17		95%	MSDC		The target set for 2019/20 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds. Performance in Q3 has reduced slightly in relation to the previous quarter however it is well above the national benchmark of 60%. There were 28 majors decided in Q2 with 23 being decided on time. The 5 Majors decided out of time were: DC/19/01793 DC/19/03513 DC/19/02363 DC/19/00870 DC/19/02349	
	Qtr. 1	77%					
	Qtr. 2	91%					
	Qtr.3	100%					
	Qtr.4	89%					
	2017/18		95%				
	Qtr. 1	91%					
	Qtr. 2	84.60%					
	Qtr. 3	72.20%					
	Qtr. 4	75%					
	2018/19		60%				
	Qtr. 1	83.33%					
	Qtr. 2	67.74%					
	Qtr. 3	80.00%					
	Qtr. 4	90.48%					
	2019/20		60%				
Qtr.1	100.00%						
Qtr. 2	85.71%						
Qtr. 3	82.14%						
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments
GSP02 % of non major applications processed 'in time' (8 wks, or within agreed Extension of Time/ Planning Performance Agreement) Cabinet Member: David Burn Data Owner: John Mawdsley	2016/17		85%	MSDC		<p>Qtr 2 performance on planning applications (as judged by MHCLG statistics) is above the benchmark. There were 256 non-majors decided in Q3 with 248 being decided on time. Management intervention to ensure that agreed Extension of times are met has helped to improve performance and there has been continued progress to develop and customise "Enterprise" application workload management software to operational needs. This will enable officers to track and prioritise their workload with greater efficiency.</p> <p>The target set for 2019/20 aligns with the Ministry of Housing, Communities & Local Government assessment thresholds.</p>
	Qtr. 1	69.90%				
	Qtr. 2	81.10%				
	Qtr.3	74.60%				
	Qtr.4	77.90%				
	2017/18		85%			
	Qtr. 1	82%				
	Qtr. 2	62.70%				
	Qtr. 3	69%				
	Qtr. 4	85.30%				
	2018/19		70%			
	Qtr. 1	77.55%				
	Qtr. 2	81.15%				
	Qtr. 3	83.65%				
	Qtr. 4	93.07%				
	2019/20		70%			
Qtr.1	97.11%					
Qtr. 2	97.59%					
Qtr. 3	96.88%					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments
GSP04 % of delegation rate Cabinet Member: David Burn Data Owner: John Mawdsley	2016/17		90%	MSDC		Performance for Qtr 2 for 2019/20 exceeds target. There is not a government set target for this measure although a good standard is 90%.
	Qtr. 1	91.90%				
	Qtr. 2	92.30%				
	Qtr.3	93.60%				
	Qtr.4	94.10%				
	2017/18		90%			
	Qtr.1	92.20%				
	Qtr. 2	97.50%				
	Qtr. 3	95.50%				
	Qtr. 4	95.20%				
	2018/19		90%			
	Qtr.1	95.60%				
	Qtr. 2	95.10%				
	Qtr. 3	94%				
	Qtr. 4	99.95%				
	2019/20		90%			
Qtr.1	95.42%					
Qtr. 2	96.16%					
Qtr. 3	95.80%					
Qtr. 4	95.80%					
Performance measure	Period	Data	Target	Council	Trend	Comments
SE03 No. of planning enforcement cases referred to team Cabinet Member: David Burn Data Owner: Simon Bailey	2017/18		Information	MSDC		In considering the 'balance' between incoming work (SE03) and work undertaken (SE04), it should be noted that many cases are carried forward from one reporting period to the next or entail complex investigations with timeframes that span quarterly periods. <i>BDC Qtr.3 2019/20 - 51</i>
	Qtr. 1	85				
	Qtr. 2	71				
	Qtr. 3	62				
	Qtr. 4	58				
	2018/19					
	Qtr. 1	44				
	Qtr. 2	46				
	Qtr. 3	53				
	Qtr. 4	55				
	2019/20					
	Qtr. 1	70				
	Qtr. 2	66				
	Qtr. 3	78				
	Qtr. 4	78				

Performance measure	Period	Data	Target	Council	Trend	Comments															
SE04 No. of planning enforcement decisions resolved Cabinet Member: David Burn Data Owner: Simon Bailey	2018/19		n/a	MSDC	<table border="1"> <caption>Quarterly Data for SE04</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>86</td> <td>58</td> <td>40</td> <td>71</td> </tr> <tr> <td>2019/20</td> <td>45</td> <td>97</td> <td>86</td> <td></td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	86	58	40	71	2019/20	45	97	86		see above
	Year	Q1	Q2			Q3	Q4														
	2018/19	86	58			40	71														
	2019/20	45	97			86															
	Qtr. 1	86																			
	Qtr. 2	58																			
	Qtr. 3	40																			
	Qtr. 4	71																			
	2019/20					Information															
	Qtr. 1	45																			
Qtr. 2	97																				
Qtr. 3	86																				
Qtr. 4																					

Housing

Assistant Director Gavin Fisk

The Housing Service Area includes: Home Ownership, Sheltered Housing, Tenancy Management, Income Collection, Property Services, Building Services , Private Sector Housing, Housing Development, Housing Solutions, Choice Based Lettings and HRA Finance. Our Vision is for residents of Babergh & Mid Suffolk 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.

**Main Achievements and Outcomes
October - December 2019**

1. The phase 3 review of the Housing Service structure has been finalised and affected staff were consulted on the proposed new structure during November and December 2019. The changes have now been approved and are being implemented.
2. Following approval at the October Cabinet, work has begun on a business case exploring a joint venture between BMBS and Flagship Group.
3. The Housing Solutions Team has developed a guaranteed rent scheme, marketed as Central Suffolk Lettings, which will be launched in April 2020.
4. A new Temporary Accommodation Policy has been approved.
5. The MCHLG has invited the Councils to bid for extra funding to extend the successful Supported Lettings Scheme that began in September 2019, which would allow it to be extended until 31st March 2021.
6. The Housing Solutions Team secured £5,000 of funding from the MHCLG Cold Weather Fund. This will allow us to provide accommodation for rough sleepers while working with them to relieve their homelessness.
7. At short notice officers in the Housing Solutions Team arranged to lease a 2 bedroom property to SCC for use by the Staying Close Project to provide secure accommodation for young people in the project in urgent need of housing.

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Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20
- target

Key:

- n/a not applicable
- n/av not available

Tenancy Services
Corporate Manager Lee Crowdell

Performance measure	Period	Data	Target	Council	Trend	Comments			
TS01 % of local authority housing rent (incl. garages) collected Cabinet Member: John Whitehead Data Owner: Polly Bearman	2017/18		98%	MSDC		Universal Credit is undoubtedly having an effect with total current arrears for Universal Credit claimants as a % of total dwelling arrears currently at 33.49%. However, the new Income Management Policy and associated procedures are nearing completion, and consultation work has started on new, easier-to-understand, rent letters. BDC Qtr.3 2019/20 - 97.67%			
	Qtr. 1	97.98%							
	Qtr. 2	97.81%							
	Qtr. 3	97.60%							
	Qtr. 4	97.46%							
	2018/19		98%						
	Qtr. 1	97.45%							
	Qtr. 2	96.99%							
	Qtr. 3	96.75%							
	Qtr. 4	96.87%							
	2019/20		98%						
	Qtr. 1	97.20%							
	Qtr. 2	97.12%							
Qtr. 3	97.12%								
Qtr. 4									
TS02 Value/percentage of arrears caused by Universal Credit Cabinet Member: John Whitehead Data Owner: Polly Bearman	2018/19		n/a	MSDC		See above.			
Qtr. 2	14.54%								
Qtr. 3	21.97%								
Qtr. 4	29.37%								
2019/20									
Qtr. 1	29.96%								
Qtr. 2	28.91%								
Qtr. 3	33.49%								
Qtr. 4									
TS03 £Levels of write off against bad debt provision (positive outcome would be not to meet target) Cabinet Member: John Whitehead Data Owner: Polly Bearman	2018/19		£65,000				MSDC		The new Income Management Policy will implement measures that will prevent many former tenant debts occurring in the future by limiting house moves for tenants in arrears, and fewer former tenant debts will be written off. BDC Qtr.3 2019/20 - £28,951.51
Qtr. 1	£6,955.48								
Qtr. 2	£31,253.65								
Qtr. 3	£49,779.02								
Qtr. 4	£72,308.96								
2019/20		£65,000							
Qtr. 1	£7,250.89								
Qtr. 2	£18,248.98								
Qtr. 3	£40,996.20								
Qtr. 4									

Housing Solutions Corporate Manager Heather Tucker

Performance measure	Period	Data	Target	Council	Trend	Comments															
PS03 No. of House in Multiple Occupation licenses issued (non cumulative) Cabinet Member: Julie Flatman Data Owner: Theresa Grzedzicki, Christine Ambrose, Amanda Todd	2018/19		n/a	MSDC	<table border="1"> <caption>HMO Licenses Issued</caption> <thead> <tr> <th>Year</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>0</td> <td>0</td> </tr> <tr> <td>2019/20</td> <td>1</td> <td>2</td> </tr> <tr> <td>2019/20</td> <td>0</td> <td>0</td> </tr> </tbody> </table>	Year	Q3	Q4	2018/19	0	0	2019/20	1	2	2019/20	0	0	We are working closely with the other Suffolk District and Borough Councils and Suffolk Fire and Rescue to ensure we have a consistent approach to the new HMO legislation. A joint protocol is being produced which details the required standards in all HMO's. All associated documentation e.g. application forms and information material will be the same across all Suffolk authorities. BDC Qtr.3 2019/20 - 1			
	Year	Q3	Q4																		
	2018/19	0	0																		
	2019/20	1	2																		
	2019/20	0	0																		
	Qtr. 3	0																			
	Qtr. 4	0																			
	2019/20																				
Qtr. 1	1																				
Qtr. 2	2																				
Qtr. 3	0																				
Qtr. 4	0																				
Performance measure	Period	Data	Target	Council	Trend	Comments															
PS04 £ Committed budget for Disabled Facilities Grants (cumulative) Cabinet Member: John Whitehead Data Owner: Theresa Grzedzicki, Christine Ambrose, Amanda Todd	2018/19		£407,855	MSDC	<table border="1"> <caption>Disabled Facilities Grants Budget</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>£71,147.90 (17% of budget)</td> <td>£140,145.87 (34% of budget)</td> <td>£196,532.53 (48% of budget)</td> <td>£263,553.91 (65% of budget)</td> </tr> <tr> <td>2019/20</td> <td>£78,699.42 (13% of budget)</td> <td>£125,166 (21% of budget)</td> <td>£163,206.90 (28% of budget)</td> <td>£125,166</td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	£71,147.90 (17% of budget)	£140,145.87 (34% of budget)	£196,532.53 (48% of budget)	£263,553.91 (65% of budget)	2019/20	£78,699.42 (13% of budget)	£125,166 (21% of budget)	£163,206.90 (28% of budget)	£125,166	Councillors approved the addition of a Housing Assistance Policy to support anyone with an identified need for adaptations to their home including those Living with Dementia, Terminal Illness and End of Life support. These grants form part of the DFG offering financial support up to £7,500.
	Year	Q1	Q2			Q3	Q4														
	2018/19	£71,147.90 (17% of budget)	£140,145.87 (34% of budget)			£196,532.53 (48% of budget)	£263,553.91 (65% of budget)														
	2019/20	£78,699.42 (13% of budget)	£125,166 (21% of budget)			£163,206.90 (28% of budget)	£125,166														
	Qtr. 1	£71,147.90 (17% of budget)																			
	Qtr. 2	£140,145.87 (34% of budget)																			
	Qtr. 3	£196,532.53 (48% of budget)																			
	Qtr. 4	£263,553.91 (65% of budget)																			
	2019/20																				
	Qtr. 1	£78,699.42 (13% of budget)																			
Qtr. 2	£125,166 (21% of budget)																				
Qtr. 3	£163,206.90 (28% of budget)																				
Qtr. 4	£125,166																				
Performance measure	Period	Data	Target	Council	Trend	Comments															
HP01 No. of households in B&B accommodation more than six weeks (not cumulative) Cabinet Member - Julie Flatman Data Owner - Victoria Stuart	2018/19		0	MSDC	<table border="1"> <caption>Households in B&B Accommodation</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>4</td> <td>6</td> <td>8</td> <td>15</td> </tr> <tr> <td>2019/20</td> <td>2</td> <td>0</td> <td>5</td> <td>0</td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	4	6	8	15	2019/20	2	0	5	0	We will continue to work hard to manage the demands for emergency accommodation and will be conducting a review of provision in 2019/20 to ensure we have adequate temporary accommodation available to ensure no one is accommodated in B&B more than six weeks. BDC Qtr.3 2019/20 - 11
	Year	Q1	Q2			Q3	Q4														
	2018/19	4	6			8	15														
	2019/20	2	0			5	0														
	Qtr.1	4																			
	Qtr.2	6																			
	Qtr.3	8																			
	Qtr.4	15																			
2019/20																					
Qtr. 1	2																				
Qtr. 2	0																				
Qtr. 3	5																				
Qtr. 4	0																				

Performance measure	Period	Data	Target	Council	Trend	Comments	
HP03 No. of households where homelessness has either been prevented or relieved (cumulative) Cabinet Member: Julie Flatman Responsible Officer: Claire Bray	2017/18		150	MSDC		In 2018/19 the total number of households prevented or relieved from their homelessness was 154, in comparison for 2019/20 so far the total number (including December 2019) already equates to 152 successful preventions and reliefs. The Housing Solutions Officers are on target to exceed 2018/19 performance, which is fantastic. Due to the increasing caseload, we are now beginning the process of recruiting an additional Housing Solutions Officer on an initial one year fixed term contract with the possibility of extending to a second year.	
	Qtr. 1	87					
	Qtr. 2	156					
	Qtr.3	224					
	Qtr.4	276					
	2018/19		100				
	Qtr.1	25					
	Qtr.2	58					
	Qtr.3	103					
	Qtr.4	154					
	2019/20						
	Qtr. 1	39					
	Qtr. 2	105					
Qtr. 3	152						
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
HP04 No. of households in temporary accommodation. Cabinet Member: Julie Flatman Data Owner: Victoria Stuart	2019/20		n/a	MSDC		This measure is a snap shot in time, Qtr 3 figure is based on figures from end December 2019 <i>BDC Qtr.3 2019/20 - 33</i>	
	Qtr. 1	25					
	Qtr. 2	23					
	Qtr. 3	29					
	Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments
HP05 Movement (-/+) on the housing register (including total divided by bands) Cabinet Member: Julie Flatman Data Owner: Victoria Stuart	2019/20		No Target Information Only	MSDC		For information only
	Qtr.1	Band A - 24 Band B - 119 Band C - 182 Band D - 34 Band E – 346 Band F – 2 TOTAL- 707				
	Qtr.2	Band A - 33 Band B - 119 Band C - 168 Band D - 33 Band E – 335 Band F – 1 TOTAL- 689				
	Qtr.3	Band A - 40 Band B - 128 Band C - 156 Band D - 26 Band E – 354 Band F – 1 TOTAL- 705				
	Qtr.4					
Performance measure	Period	Data	Target	Council	Trend	Comments
HP06 £ of Discretionary Housing Grants awarded by Shared Revenue Partnership Cabinet Member: John Whitehead Data Owner: Heather Tucker	2018/19		£98,406.00	MSDC		These grants are administered by Shared Revenues Partnership and they are used to help people in financial difficulty, to top up rent payments, to prevent homelessness and keep people in their current home. The money is awarded to the SRP from the Department of Work and Pensions. The figure for Q2 was at 19 August 2019, this represents 39.69% of the total budget being awarded. The figure for Q3 was at 31 December 2019 and represents 76.84% of the total budget being awarded. BDC Qtr. 3 2019/20 - awarded 51.89%
	Qtr.1	£18,088.16				
	Qtr.2	£39,198.04				
	Qtr.3	£69,078.00				
	Qtr.4	£76,218.85				
	2019/20		£94,602.00			
	Qtr. 1	£29,461.03				
	Qtr. 2	£37,556.42				
Qtr. 3	£72,691.33					
Qtr. 4						
Performance measure	Period	Data	Target	Council	Trend	Comments
HP07 No. of cases in which the Tenancy Services Officers (Financial Inclusion) has likely prevented eviction (cumulative) Cabinet Member: Julie Flatman Data Owner: Polly Bearman	2018/19		75	MSDC		The Tenancy Support Officers deal with a wide variety of cases, of which, not all will be at imminent risk of eviction. This means the number of interventions where homelessness has been prevented will vary. BDC Qtr.3 2019/20 - 57
	Qtr.1	0				
	Qtr.2	0				
	Qtr.3	6				
	Qtr.4	18				
	2019/20					
	Qtr. 1	12				
	Qtr. 2	37				
Qtr. 3	44					
Qtr. 4						

Building Services Corporate Manager - Vacant

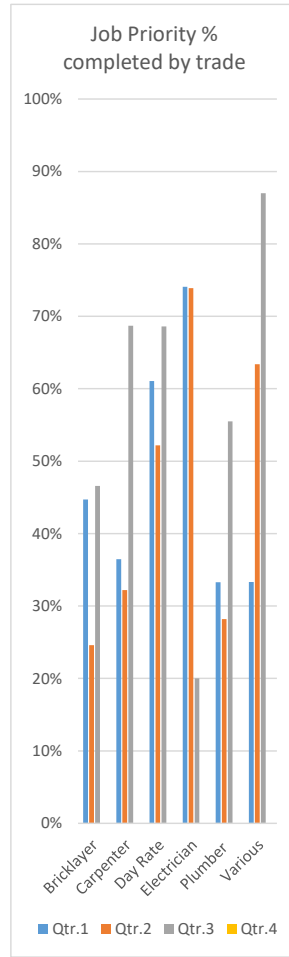
Performance measure	Period	Data	Target	Council	Trend	Comments
BMBS01 % of repairs completed within agreed timescale (by priority/trade) Cabinet Member: Julie Flatman Data Owner: Justin Wright-Newton	2019/20 Qtr. 1	Job Priority Percentage Completed in time 1 Day 44.78% 3 Day 30.54% 5 Day 21.91% 20 Day 69.4% 60 Day 100% By Trade Percentage Completed in time Brick Layer 44.71% Carpenter 36.46% Day Rate 61.07% Electrician 74.07% Plumber 33.28% Various 33.33%	93% for all subsets	Both	<p style="text-align: center;">Job Priority % completed on time</p>	Throughout the last quarter the Building Services team have undergone changes in management and structure. There has been a focus on improvements of performance data and safer working methods. With the increase in the use of the lone working tool "Skyguard" and use of the mobile working solution has identified further training needs within the team. Work is underway to improve the operational understanding of the use of the mobile working solution and the impact this has on service delivery and reflections on performance management. Work is also underway on creating a better financial understanding within the operational teams so as they all recognise the impact of completing relevant work in a timely fashion with the correct schedules on. Unfortunately the quarterly reports are not scheduled in and due to staff absences are not available at the point of reporting. The Q3 report format has changed slightly to give more accurate data on timescales for job completion. The new report format will be used from this point forwards. *There were a very low number of jobs categorised for the Electrician Team in the Q3 report, therefore, the percentage of jobs completed figure may not be statistically reliable for comparison with previous quarters.
	Qtr. 2	Job Priority Percentage Completed in time 1 Day 45.8% 3 Day 23.1% 5 Day 20.5% 20 Day 64.5% 60 Day 76.2% By Trade Percentage Completed in time Brick Layer 24.6% Carpenter 32.2% Day Rate 52.2% Electrician 73.9% Plumber 28.2% Various 63.4%				

Qtr. 3

Job Priority
Percentage
Completed in time
1 Day 70.3%
3 Day 47.8%
5 Day 57.6%
20 Day 78.8%
60 Day 100%

Qtr. 4

By Trade Percentage
Completed in time
Brick Layer 46.6%
Carpenter 68.7%
Day Rate 68.6%
Electrician 20%*
Plumber 55.5%
Various 87%



Housing Financials
Professional Lead Tricia Anderson

Performance measure	Period	Data	Target	Council	Trend	Comments
HF03 No. of houses sold through Right to Buy Cabinet Member: Gerard Brewster Data Owner: Tricia Anderson/Caroline Pearce	2018/19		n/a	MSDC		Tenants can apply to buy their homes under Right to Buy and can be liable for up to 70% discount if they meet specific government criteria. Therefore, a house sold under RTB will not give us the same funding as it would if sold on the housing market.
	Qtr.1	3				
	Qtr.2	5				
	Qtr.3	2				
	Qtr.4	2				
	2019/20					
	Qtr. 1	2				
	Qtr. 2	3				
	Qtr. 3	4				
	Qtr. 4	4				

Housing Development
Assistant Director Emily Atack
Corporate Manager - Vacant

Performance measure	Period	Data	Target	Council	Trend	Comments
HD01 No. of houses built for HRA Cabinet Member: Gerard Brewster Data Owner:	2018/19		Target within the Affordable Housing Strategy for 2017-2020 is 210	MSDC		Currently no new build properties are under construction, and therefore no completions anticipated in this financial year, but we have 2 schemes with planning permission (former Needham Market Middle School and Stowmarket Middle School) = total of 79 units. Tender process for building contractor for NMMS is underway, with tender for Stowmarket following soon. Anticipated start on site date for NMMS is May 2020, and for Stowmarket June 2020. Childer Road CEC in for planning for a further 4 units, and Paddock House, Eye due to be submitted Jan/Feb 2020 for approx 16 units. We have a pipeline of further new build schemes (approx 162 units) at varying stages and working through feasibility and pre-app. This includes a small number of units proposed from conversion of under utilised space in existing sheltered schemes, but no timeline for these at present.
	Qtr.1	6				
	Qtr.2	0				
	Qtr.3	0				
	Qtr.4	0				
	2019/20					
	Qtr. 1	0				
	Qtr. 2	0				
	Qtr. 3	0				
	Qtr. 4	0				

Performance measure	Period	Data	Target	Council	Trend	Comments
HD02 No. of houses acquired for HRA Cabinet Member: Gerard Brewster Data Owner:	2018/19		Houses acquired are part of the overall target of 210 (see above)	MSDC		The acquisition of 4 Street purchases was completed this quarter - 3 in Stowmarket and 1 in Stowupland. We are negotiating the legal agreements for 20 units (Mendlesham 10 units) and (former Needham Market Headquarters 10 units). We are actively seeking opportunities and making offers on S106 units.
	Qtr.1	1				
	Qtr.2	7				
	Qtr.3	8				
	Qtr.4	1				
	2019/20					
	Qtr. 1	0				
	Qtr. 2	0				
	Qtr. 3	4				
	Qtr. 4	4				

Performance measure	Period	Data	Target	Council	Trend	Comments
HD03 Net total of HRA houses (Acquired + Built - Sold) Cabinet Member: Gerard Brewster Data Owner:	2018/19		n/a	MSDC		There have been 4 acquisitions completed in this quarter and there have been 4 RTB sales = net increase of 0
	Qtr.1	4				
	Qtr.2	2				
	Qtr.3	6				
	Qtr.4	-1				
	2019/20					
	Qtr. 1	-2				
	Qtr. 2	-3				
	Qtr. 3	0				
	Qtr. 4	0				

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Communities

Assistant Director Tom Barker

The Communities Service Area includes: Safe Communities (including community safety, anti-social behaviour, safeguarding and the Community Safety Partnership)

Strong Communities (including grants, external funding, community development, and community rights)

Healthy Communities and Policy (including health and wellbeing, health interventions and preventative activity)

Main Achievements and Outcomes October - December 2019

The grants team has conducted site visits to discuss potential community projects and sources of funding including the following; Rickinghall Wheeled Sports Area - to develop a new skateboard/BMX park, Eye Cricket Club - to upgrade pavilion and players changing rooms, Denham Village Hall - wholesale redevelopment of the village hall, Creeting St Mary Village Hall - to replace current heating system, Walsham Le Willows Play Area - a three phase project to replace old playground equipment and Eye Moors Skatepark and Play Area - to replace and upgrade a children's play area. Section 106 funding has been provided to support the Thurston gym trail and the Needham Market public toilets project and the Museum of East Anglian Life secured capital funding for equipment to further its community activity. The team is conducting joint site visits with officers from the Public Realm team for play and open space projects to provide potential applicants with advice and guidance on types of equipment and British Safety Standards and is also working with the Environmental Management Officer, to provide energy efficiency assessments for village halls and sports pavilions. The review of community grants is progressing, a Member task and finish group is now established.

The External Funding Officer continues to provide support to the Needham Lake Visitor Centre group and the associated Access for All Needham Train Station bid. Support is also being provided for a project focused on future funding for Stowmarket Trees and Lights via a National Lottery Partnership Fund bid. He is also working with the Communities Officer - Assets of Community Value in collaboration with the Cross Keys at Redgrave and the Angel Inn at Debenham as part of supporting the networking and sustainability of the community pub sector.

As part of the BMSDC funded Chill, Chat and Play project Home Start staff and volunteers have received art therapy training during November 2019 which they are able to cascade onto new staff and volunteers as well as taking this training into the homes of parents who are not in a position to attend the regular sessions due to their particular vulnerabilities. The Active Schools project, launched in July 2019, continues to progress. Sample interventions include active travel plans, healthy food awareness, extra-curricular clubs and whole school activities such as the Daily Mile. Social Prescribing continues to progress across both district areas: SP Schemes are now active across the Ipswich and East Suffolk CCG area and are currently being developed across the areas covered by the West Suffolk CCG. The Health and Wellbeing Team has initiated a new approach by applying the Healthy Towns Programme which is an NHS England initiative which sets out the 10 Principles for Healthy Place making. Working in partnership with Public Health Suffolk they have set up a series of lunchtime seminars with BMSDC Planning colleagues to review the evidence from ten demonstrator sites.

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Environment and Commercial Partnerships

Assistant Director Cassandra Clements

The Environment and Commercial Partnerships teams provide the services and expertise to support our communities and businesses to maintain a sustainable environment and meet the highest possible standards of environmental protection, food safety, energy efficiency, built environment, heritage protection, waste management and grounds maintenance, street cleansing, arboriculture and public conveniences.

Main Achievements and Outcomes October - December 2019

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Public Protection. Through its membership of the Suffolk Climate Change Partnership (SCCP), a further offer to residents and businesses to have solar panels installed on their premises at a significantly discounted rate has been made. There have been 1,048 registrants of interest across Suffolk. The winning supplier is Greenspace, an Ipswich-based business with accreditation from SCC Trading Standards, Which? And Trusted Trader. An average 32% saving on the typical market price of panels has been negotiated. Installations should start in the New Year.

The Food and Safety team have been surveying the main industrial estates across the districts to establish information about warehouse activities that are under the jurisdiction of the local authorities for health and safety. General health and safety advice has been given to relevant businesses with more than 100 contacted so far.

Having investigated the health and safety issues surrounding a fatality in a charity shop, one of the councils' Food and Safety Officers attended the coroners court inquest in September to give evidence. The coroner concluded that it was an accidental death. The family of the deceased thanked the Food and Safety Officer for his thorough investigation. A prosecution for food safety offences is in progress relating to a market trader operating in Stowmarket.

Building Control. Continue to provide support to those let down by the failures of the private sector, we are now writing to those that haven't contacted us yet. Government has issued consultations on future changes to the building regulations and we are expecting significant changes to legislation as a result, in how the private sector works, enforcement powers and energy efficiency.

Waste. Volumes have returned to business as usual following the exceptionally busy Q2 due to the round changes which took place. Our % of missed bins has increased by 0.21% to 99.82% which is back above the target of 99.80%. Our income streams are on track to meet and exceed the year targets.

Public Realm. This is the second year for the Trees for Life scheme and the anticipated targets have been significantly exceeded. 276 parents and guardians registered for their newborn to receive a tree. An event is being held at the end of January for the trees to be given out.

Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20
- _____ target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

Building Control Corporate Manager Paul Hughes

Performance measure	Period	Data	Target	Council	Trend	Comments
BC01 No. live cases of building control Cabinet Member: Jessica Fleming Data Owner: Paul Hughes Page 80	2017/18		n/av	MSDC		No. of applications in general remain consistent when taken as an average across the year, a dip in Q3 being consistent with previous years. The effect of failures in the private sector for building control have lessened but we remain with a significant number of cases to contact, work in underway in this regard. We are seeing increasing numbers of cases being reverted to our control where the private body is still trading.
	Qtr. 1	234				
	Qtr. 2	202				
	Qtr. 3	144				
	Qtr. 4	167				
	2018/19		n/av			
	Qtr. 1	176				
	Qtr. 2	165				
	Qtr. 3	202				
	Qtr. 4	170				
	2019/20		Information only			
	Qtr. 1	194				
	Qtr. 2	240				
Qtr. 3	178					
Qtr. 4						

BDC Qtr3. 2019/20 - 123

Performance measure	Period	Data	Target	Council	Trend	Comments	
BC02 % of market share of building control applications Cabinet Member: Jessica Fleming Data Owner: Paul Hughes	2016/17		n/av	MSDC		We continue to see a sustained market share due to marketing activity from the shared business development post. This is further boosted by failures in the private sector for building control which have seen a decrease in activity from Approved Inspectors which we expect to continue. Total no. of apps = 256 of which 78 were dealt with by private sector providers.	
	Qtr.1	73.4%					
	Qtr. 2	77.6%					
	Qtr. 3	73.3%					
	Qtr. 4	73.8%					
	2017/18		n/av				
	Qtr. 1	72.6%					
	Qtr. 2	68.0%					
	Qtr. 3	68.0%					
	Qtr. 4	68.0%					
	2018/19		65%				
	Qtr. 1	61.0%					
	Qtr. 2	63.0%					
	Qtr. 3	63.0%					
	Qtr. 4	64.0%					
	2019/20		65%				
Qtr. 1	64.0%						
Qtr. 2	65.0%						
Qtr. 3	66.0%						
Qtr. 4	66.0%						

BDC Qtr.3 2019/20 - 68%

Recycling, Waste & Fleet Corporate Manager Oliver Faiers

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS01 £Overall income generated through chargeable waste services (including business waste) (cumulative total) Cabinet Member: Jessica Fleming Data Owner: James Hitter	2016/17		£985,210	MSDC		Quarter 1 includes the commercial waste services invoices raised in April for the full year of service in advance, resulting in the majority of income showing in that period. We are on track to meet the target for 19/20.	
	Qtr.1	£723,940					
	Qtr.2	£891,604					
	Qtr.3	£999,604					
	Qtr.4	£1,111,043					
	2017/18		£1,114,575				
	Qtr.1	£734,491					
	Qtr.2	£966,550					
	Qtr.3	£1,113,921					
	Qtr.4	£1,222,775					
	2018/19		£1,284,000				
	Qtr.1	£779,382					
	Qtr.2	£1,016,252					
	Qtr.3	£1,176,476					
	Qtr.4	£1,296,848					
	2019/20		£1,284,000				
	Qtr. 1	£802,554					
Qtr. 2	£1,064,935						
Qtr. 3	£1,239,214						
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments	
WS02 £Invoiced income generated through business waste services (graph displays cumulative figure) Cabinet Member: Jessica Fleming Data Owner: James Hitter	2016/17		n/av	MSDC		Already exceeded target for 19/20.	
	Qtr.1	£322,010					
	Qtr.2	£336,048					
	Qtr.3	£342,524					
	Qtr.4	£344,778					
	2017/18		n/av				
	Qtr.1	£337,365					
	Qtr.2	£388,366					
	Qtr.3	£391,810					
	Qtr.4	£393,417					
	2018/19		£405,000				
	Qtr.1	£408,023					
	Qtr.2	£412,187					
	Qtr.3	£416,892					
	Qtr.4	£419,324					
	2019/20		£431,903				
Qtr. 1	£422,543						
Qtr. 2	£430,349						
Qtr. 3	£432,889						
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments
WS03 No. of business waste customers Cabinet Member: Jessica Fleming Data Owner: James Hitter	2016/17					A steady increase throughout the year to date. Made up of new customers and customers switching from private collection companies.
	Qtr.1	552				
	Qtr.2	540				
	Qtr.3	556				
	Qtr.4	563				
	2017/18					
	Qtr.1	589				
	Qtr.2	601				
	Qtr.3	613				
	Qtr.4	615				
	2018/19			680		MSDC
	Qtr.1	620				
	Qtr.2	622				
	Qtr.3	637				
	Qtr.4	642				
	2019/20			680		
Qtr. 1	635					
Qtr. 2	645					
Qtr. 3	654					
Qtr. 4						

BDC Qtr.3 2019/20 - 885

Performance measure	Period	Data	Target	Council	Trend	Comments
WS04 No. of garden waste subscribers Cabinet Member: Jessica Fleming Data Owner: James Hitter	2016/17					
	Qtr. 1	12,581				
	Qtr. 2	12,956				
	Qtr. 3	12,955				
	Qtr. 4	13,415				
	2017/18					
	Qtr. 1	13,656				
	Qtr. 2	14,034				
	Qtr. 3	13,979				
	Qtr. 4	14,063				
	2018/19			15,000		MSDC
	Qtr. 1	15,005				
	Qtr. 2	15,025				
	Qtr. 3	15,060				
	Qtr. 4	15,069				
	2019/20			15,000		
Qtr. 1	15,152					
Qtr. 2	15,489					
Qtr. 3	15,513					
Qtr. 4						

BDC Qtr.3 2019/20 - 14,578

Performance measure	Period	Data	Target	Council	Trend	Comments
WS06 % missed bins collections for domestic refuse, recycling and garden (non-cumulative) AMENDED MEASURE Cabinet Member: Jessica Fleming Data Owner: James Hitter	2018/19		99.80%	MSDC		During Q3 MSDC had 683,993 possible bin collections for Refuse, Recycling and Garden waste. Of that we had 1,255 reported missed bins. This resulted in the success rate improving from Q2 and is now above the target. <i>BDC Qtr3 2019/20 - 99.88%</i>
	Qtr. 1	99.91%				
	Qtr. 2	99.89%				
	Qtr. 3	99.92%				
	Qtr. 4	99.89%				
	2019/20					
	Qtr. 1	99.89%				
	Qtr. 2	99.61%				
	Qtr. 3	99.82%				
	Qtr. 4					

Public Protection
Corporate Manager John Grayling

Performance measure	Period	Data	Target	Council	Trend	Comments
SE01 No. of instances of fly tipping Cabinet Member: Jessica Fleming Data Owner: Joanna Hart	2016/17	324	n/a	MSDC		The reports of fly tipping come from the public and we ensure that these instances are cleared within 2 working days. Please see performance measure CRP04.
	2017/18	322				
	2018/19	317				
	Qtr.1	80				
	Qtr.2	59	Information only			
	Qtr.3	82				
	Qtr.4	96				
	2019/20					
	Qtr. 1	56				
	Qtr. 2	62				
Qtr. 3	86					
Qtr. 4						

Performance measure	Period	Data	Target	Council	Trend	Comments															
SE05 £Solar PV net income generated Cabinet Member: Jessica Fleming Data Owner: Sharon Bayliss	2018/19		n/a	MSDC	<table border="1"> <caption>Solar PV Net Income Generated</caption> <thead> <tr> <th>Year</th> <th>Q1</th> <th>Q2</th> <th>Q3</th> <th>Q4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>£79,957</td> <td>£100,392</td> <td>£113,192</td> <td>£97,760</td> </tr> <tr> <td>2019/20</td> <td>£41,243</td> <td>£95,379</td> <td>£116,002</td> <td></td> </tr> </tbody> </table>	Year	Q1	Q2	Q3	Q4	2018/19	£79,957	£100,392	£113,192	£97,760	2019/20	£41,243	£95,379	£116,002		Target to be developed. Please note that due to variables outside of our control, there will be an impact on target/performance. Variables include Right to Buy, the weather and how dirty a solar panel gets can all affect individual performance therefore, impacting the amount of income generated
	Year	Q1	Q2			Q3	Q4														
	2018/19	£79,957	£100,392			£113,192	£97,760														
	2019/20	£41,243	£95,379			£116,002															
	Qtr. 1	£79,957																			
	Qtr. 2	£100,392																			
	Qtr. 3	£113,192																			
	Qtr. 4	£97,760																			
2019/20			tbc																		
Qtr. 1	£41,243																				
Qtr. 2	£95,379																				
Qtr. 3	£116,002																				
Qtr. 4																					
Performance measure	Period	Data	Target	Council	Trend	Comments															
OFB03 No. of licenses authorised (overall figure for quarter recorded in graph) (cumulative) SECTORS Premises (Licensing Act 2003) Personal Alcohol Gambling Act 2005 premises Small Society Lotteries Scrap Metal Sites Scrap Metal Collectors Taxi & PHV Drivers Hackney Carriages Private Hire Vehicles Private Hire Operators Large Event Notices (per annum) Temporary Event Notices (per annum) Charity Collections (per annum)	2019/20			MSDC	<table border="1"> <caption>Number of Licenses Authorised</caption> <thead> <tr> <th>Quarter</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Qtr.1</td> <td>2161</td> </tr> <tr> <td>Qtr.2</td> <td>2413</td> </tr> <tr> <td>Qtr.3</td> <td>2496</td> </tr> <tr> <td>Qtr.4</td> <td></td> </tr> </tbody> </table>	Quarter	Count	Qtr.1	2161	Qtr.2	2413	Qtr.3	2496	Qtr.4		Activity (including temporary) is high, also towards seasonal events and activities. There are over 5000 applications or processes completed up to the end of quarter 3 across both councils. Taxi sectors demand continues to remain busy. We are seeing some sectoral and viability premises diversification (e.g. new café lounges, micro-breweries, hairdressers, home deliveries, sites consolidating separate permissions). Scrap metal renewals are currently underway for their 3-year licence cycle (which is an additional income of approx. £7k).					
	Quarter	Count																			
	Qtr.1	2161																			
	Qtr.2	2413																			
	Qtr.3	2496																			
Qtr.4																					
Qtr.1	2161																				
Qtr.2	2413																				
Qtr.3	2496																				
Qtr.4																					

Public Realm
Corporate Manager Peter Garrett

Performance measure	Period	Data	Target	Council	Trend	Comments	
CPR02 The amount of waste collected from litter picks Cabinet Member: Jessica Fleming Data Owner: Peter Garrett	2018/19	bags collected		MSDC		We should consider a decreasing target as less litter should be picked up over time. You can never predict how much litter will be picked up and it varies so much.	
	Qtr.1	220					
	Qtr.2	180					
	Qtr.3	100					
	Qtr.4	130					
	2019/20						
	Qtr. 1	200					
	Qtr. 2	160					
	Qtr. 3	120					
Qtr. 4							
Performance measure	Period	Data	Target	Council	Trend	Comments	
CPR03 No. of community litter picks supported by council Cabinet Member: Jessica Fleming Data Owner: Peter Garrett	2018/19			MSDC		With quarter 3 being predominately over the winter months it is encouraging to see a consistent number of litter picks, of the 11 within the quarter 8 took place in October. The most popular time for litter picking is the spring with a number of national initiatives promoted as Spring Clean events.	
	Qtr.1	44					
	Qtr.2	30					
	Qtr.3	11					
	Qtr.4	18					
	2019/20						
	Qtr. 1	13					
	Qtr. 2	10					
	Qtr. 3	11					
Qtr. 4							

Performance measure	Period	Data	Target	Council	Trend	Comments										
CPR04 % of fly tips cleared within 48 hrs Cabinet Member: Jessica Fleming Data Owner: Peter Garrett	2019/20			MSDC	<table border="1"> <caption>Bar Chart Data</caption> <thead> <tr> <th>Quarter</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Qtr. 1</td> <td>95%</td> </tr> <tr> <td>Qtr. 2</td> <td>97%</td> </tr> <tr> <td>Qtr. 3</td> <td>99%</td> </tr> <tr> <td>Qtr. 4</td> <td>-</td> </tr> </tbody> </table>	Quarter	Percentage	Qtr. 1	95%	Qtr. 2	97%	Qtr. 3	99%	Qtr. 4	-	In Q3 there were 86 incidents of fly tipping collected with 85 cleared in 48 hours.
	Quarter	Percentage														
	Qtr. 1	95%														
	Qtr. 2	97%														
	Qtr. 3	99%														
Qtr. 4	-															
Qtr. 1	95%															
Qtr. 2	97%															
Qtr. 3	99%															
Qtr. 4																


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Economic Growth

Assistant Director Fiona Duhamel

Main Achievements and Outcomes
October - December 2019

Achievements: Evidence base refresh work has been completed including workspace study. This will support the economic strategy refresh in quarter 4. Vision for Prosperity projects including John Peel Centre commission, Regal investment and Suffolk FA HQ/3G pitch review have all progressed and ongoing. The launch of the Innovation Labs in Wharfside House as the first phase in the delivery of an Innovation Cluster in Stowmarket had over 100 people attend and will now continue to offer hot desking spaces, entrepreneur programmes and business support. Central Suffolk Chamber has launched in this quarter and will be vital in maintain business relationships in the area.. Local Growth Fund (SPSL - £500k for B&MS) decision due Jan 2020

Outcomes: Protect the district's employment base | support visitor economy and market town rejuvenation | Wellbeing outcomes. 

Key for trend graph:

- 2016/17
- 2017/18
- 2018/19
- 2019/20
- target

Key:

- n/a not applicable
- n/av not available
- highlighted measure, further detail in main report

Open for Business Corporate Manager - Vacant

Performance measure	Period	Data	Target	Council	Trend	Comments															
OFB01 No. of businesses that have been supported through direct and referred enquires (overall figure for quarter recorded in graph) SECTORS Agriculture Construction Creative Industries (inc Tech) Food Production Hospitality and Leisure Manufacturing and Engineering OTHER Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2018/19		n/a	MSDC	<table border="1"> <caption>Open for Business - Corporate Manager - Vacant (OFB01) Data</caption> <thead> <tr> <th>Year</th> <th>Qtr.1</th> <th>Qtr.2</th> <th>Qtr.3</th> <th>Qtr.4</th> </tr> </thead> <tbody> <tr> <td>2018/19</td> <td>46</td> <td>60</td> <td>85</td> <td>67</td> </tr> <tr> <td>2019/20</td> <td>38</td> <td>40</td> <td>30</td> <td>30</td> </tr> </tbody> </table>	Year	Qtr.1	Qtr.2	Qtr.3	Qtr.4	2018/19	46	60	85	67	2019/20	38	40	30	30	Due to changing and increasing workloads there has been a reduction in the number of businesses directly supported. Resources were targeted to project work including the baseline evidence and strategy refresh. Previous months were higher due to work to promote the shopfront grant scheme. <i>BDC Qtr.3 2019/20 - 24</i>
	Year	Qtr.1	Qtr.2			Qtr.3	Qtr.4														
	2018/19	46	60			85	67														
	2019/20	38	40			30	30														
	Qtr.1	46																			
	Qtr.2	60																			
	Qtr.3	85																			
	Qtr.4	67																			
	2019/20																				
	Qtr.1	38																			
Qtr.2	40																				
Qtr.3	30																				
Qtr.4	30																				
Performance measure	Period	Data	Target	Council	Trend	Comments															
OFB02 No. of planning application consultation responses completed by Open for Business team where potential job opportunities have been highlighted. Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2019/20			MSDC	<table border="1"> <caption>Open for Business - Corporate Manager - Vacant (OFB02) Data</caption> <thead> <tr> <th>Year</th> <th>Qtr.1</th> <th>Qtr.2</th> <th>Qtr.3</th> <th>Qtr.4</th> </tr> </thead> <tbody> <tr> <td>2019/20</td> <td>44</td> <td>26</td> <td>20</td> <td>20</td> </tr> </tbody> </table>	Year	Qtr.1	Qtr.2	Qtr.3	Qtr.4	2019/20	44	26	20	20	There has been a wide range planning application responses including farm and agricultural buildings diversification, businesses seeking improved sustainability, flexibility and expansion and seeking to protect loss from commercial to other uses. <i>BDC Qtr.3 2019/20 - 20</i>					
	Year	Qtr.1	Qtr.2			Qtr.3	Qtr.4														
	2019/20	44	26			20	20														
	Qtr.1	44																			
	Qtr.2	26																			
Qtr.3	20																				
Qtr.4	20																				

Performance measure	Period	Data	Target	Council	Trend	Comments
OFB04 No. of void/vacant premises in market towns (non cumulative) NEW MEASURE Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2019/20 Qtr.3 Qtr.4	10% (Stowmarket)		MSDC		This represents a strong position for Stowmarket businesses and retail. In comparison the Eastern average is 8.5% and the National Town Centre Vacancy Rate was 10.0% (in October 2019 figures). Q4 likely no change - vacant units survey to be undertaken Jan/Feb 2020. Work carried out as part of the Stowmarket Vision should continue to strengthen the town centre resilience through further diversification of uses including more leisure and cultural uses.
Performance measure	Period	Data	Target	Council	Trend	Comments
OFB05 No. of vacant premises in main industrial sites (non-cumulative) NEW MEASURE Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2019/20 Qtr.3 Qtr.4	76		MSDC		There was 76 vacant properties in totals: of those 61 properties available to let and 15 for sale in Mid Suffolk. it is worth noting that there may be some double counting between to let and sales. This data was provided by MENTA in October 2019 as part of the Workspace Study commissioned by BMSDC. The study also identified that there was significant demand for workspace units under 4000sq ft. https://www.midsuffolk.gov.uk/assets/Economic-Development/Workspace-Study-redacted-002.pdf
Performance measure	Period	Data	Target	Council	Trend	Comments
OFB06 No. of young people supported through The Mix Together project NEW MEASURE (annual measure as at end of year) Cabinet Member: Gerard Brewster Data Owner: Lee Carvell	2019/20 Qtr.4	87		MSDC		Year end report received December, of those engaged 32% have moved into work, education and training, 51% are still engaged with the programme and 17% have disengaged.

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Equality Impact Assessment (EIA) Initial Screening Form



Screening determines whether the policy has any relevance for equality, ie is there any impact on one or more of the 9 protected characteristics as defined by the Equality Act 2010. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

1. Policy/service/function title	Q3 Performance Report 2019/20
2. Lead officer (responsible for the policy/service/function)	Sara Wilcock Lead officer Jeanette Stockings
3. Is this a new or existing policy/service/function?	Existing
4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)	To provide cabinet with a performance report covering Q3 (Oct – Dec 19)
5. Why? (Give reasons why these changes are being introduced)	To provide assurance that the Councils are meeting their performance objectives.
6. How will it be implemented? (Describe the decision making process, timescales, process for implementation)	Formal Cabinet reporting timeframes

7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?	No
8. Is there the possibility of discriminating unlawfully , directly or indirectly, against people from any protected characteristic?	No
9. Could there be an effect on relations between certain groups ?	No
10. Does the policy explicitly involve, or focus on a particular equalities group , i.e. because they have particular needs?	No
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature JStockings</p> <p>Date of completion 10.02.2020</p>	

Any queries concerning the completion of this form should be addressed to the Equality and Diversity Lead.

* Public sector duty does not apply to marriage and civil partnership.

Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: MCa/19/55
FROM: David Burn- Cabinet Member for Planning	DATE OF MEETING: 9 th March 2020
OFFICER: Christine Thurlow Professional Lead Key Sites and Infrastructure	KEY DECISION REF NO. CAB183

COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE BUSINESS PLAN MARCH 2020

1. PURPOSE OF REPORT

- 1.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the Timeline for Implementation following the CIL Framework Review were all adopted by both Councils on the 19th March 2019 (Babergh) and 18th March 2019 (Mid Suffolk). (Background Documents refer).
- 1.2 The processes and governance around CIL expenditure is set out in these documents and the type of infrastructure that CIL monies can be spent on is set out in each Councils CIL Position Statement. (Background Documents refer).
- 1.3 CIL expenditure operates using a process of twice-yearly bid rounds which occur on the 1st - 31st May and 1st - 31st October each year. Once all the Bids have been validated, all valid Bids are then screened for the availability of s106 funds and other funding streams. Following this all valid Bids are prioritised using criteria set out in the CIL Expenditure Framework and recommendations on Valid Bids are included within a CIL Business Plan for each District. The CIL Business Plan for that District will be considered by that Councils Cabinet with decisions on all valid Bids either for Cabinet to make or for Cabinet to note (if the valid Bid has been determined using delegated powers).
- 1.4 This report seeks to obtain approval by Cabinet for Mid Suffolk's CIL Business Plan – March 2020 which forms Appendix A to this report. This report contains information relating to the CIL Bids including the technical assessments of those Bids (Appendix B).

2. OPTIONS CONSIDERED

- 2.1 There is a diverse spectrum of approaches to CIL expenditure across the country from Unitary Authorities who have absorbed CIL into their individual Capital Programmes to others who ringfence all funds to be spent locally. A range of different approaches was identified in Appendix A of the Framework for CIL Expenditure report provided to Cabinet's on the 5th and 8th of February 2018 and discussed in full during the workshops with the Joint Member advisory panel. Members adopted the documents set out in paragraph 1.1 above by

Council decision in April 2018 which were subsequently reviewed and adopted on the 19th March 2019 (Babergh) and 18th March 2019 (Mid Suffolk).

3. RECOMMENDATIONS

3.1 That the CIL Expenditure Business Plan (March 2020) and accompanying technical assessment of the CIL Bids forming Appendices A and B be approved. This includes decisions on valid Bids to be approved and noted by Cabinet as follows: -

Decisions for Cabinet to make: Local Infrastructure Fund

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the Infrastructure	Cabinet Decision
M19-07 OCCOLD Village Hall enhancement extension	Amount of CIL Bid £19,190 Total cost £57,600.00	Recommendation to Cabinet to approve CIL Bid M19-07. For £19,190
M19-08 THORNHAM Greening and Growing Thornham Walks Provision of a car park	Amount of CIL Bid £27,000.00 Total cost £32,619.66	Recommendation to Cabinet to approve CIL Bid M19-08 for £27,000.00 subject to a legal document which allows the car park to be used for a 25-year period
M19-10 BRAMFORD CEVC Primary School – increase in capacity from 210-315 places (increase from 1FE to 1.5FE for R-Y5) Expansion of primary school	Amount of CIL Bid £645,593 Total cost 1,504,000	Recommendation to Cabinet to approve CIL Bid M19-10 for £645,593

Decisions for Cabinet to make: Ringfenced Funds and Local Infrastructure Fund

<p>M19-14 CLAYDON Primary School Expansion - Expansion of primary school increase in capacity from 420 to 525 places (increase from 2FE to “.5FE for R-Y6)</p>	<p>Amount of CIL Bid £499,421 Total cost £2,6000,000</p>	<p>Recommendation to Cabinet to approve CIL Bid M19-14 for £499,421 (given the unique circumstances relating to this Bid for essential infrastructure (contained in the Infrastructure Delivery Plan - IDP) thereby representing an acceptable exception to the terms of the CIL Expenditure Framework. concerning approval of retrospective CIL Bids.</p>
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3.2 Cabinet are also asked to note and endorse this CIL Business Plan which includes the position in respect of approved CIL Bids from Rounds 1, 2 and 3 including CIL Bid M14-18 at Stowupland (determined in January 2020).

REASON FOR DECISION

Community Infrastructure Levy (CIL) monies have been collected since the implementation of CIL on the 11th April 2016. The CIL Expenditure Framework originally adopted in April 2018 and reviewed with amendments adopted on the 18th March 2019 requires the production of a CIL Business Plan for each District which contains decisions for Cabinet to make or note on CIL Bids for CIL expenditure.

These decisions relating to the expenditure of CIL monies form one of the ways in which necessary infrastructure supporting growth is delivered.

4. KEY INFORMATION

4.1 Given the determination of “available monies”, (paragraphs 6.7,6.8 and 6.9 inclusive) Members are advised: -

- 10 new Bids submitted in total – all acknowledged and given a reference.
- Majority of Bids were initially invalid due to the need to clarify or submit information. Further information on all such Bids has been requested.
- A list of Valid Bids is published on the Web site.
- All 10 new Bids are collaborative (i.e. more than one source of anticipated income for the project.).
- The majority of Bids are from Parish Councils or Community Groups although SCC has submitted school extension Bids.
- A number of new Bids (including held over Bids) could not be validated because insufficient information had been submitted and/or because the size and scope of the project needs revisiting and /or because three quotes had not been submitted and /or because there are land ownership issues/ formal approval is awaited. Some of the collaborative Bids could not be progressed at this time as all the funding from other organisations had not been finalised. (these will be held over for Bid round 5).

Conclusions of key information

4.2 The list of CIL Bids for the fourth round is contained in the CIL Business Plan and includes valid and invalid Bids. (Appendix A) The valid Bids have been the subject of Consultation, Screening (for s106 and other potential sources of funding). In addition, where appropriate, these valid Bids have been assessed using the prioritisation criteria in the CIL Expenditure Framework so that a decision can be made. This forms the technical assessment using all the criteria in the CIL Expenditure Framework and comprises Appendix B. (All valid Bids where a decision is being taken will be the subject of a technical assessment.)

4.3 Where decisions on valid Bids are delegated, they have been determined and the decision is for Members to note. There are 4 valid Bids in Bid round 4 for Cabinet to consider and determine.

4.4 All those Bids which are currently listed as invalid in Appendix A will be carried forward to the next Bid round unless otherwise stated. This will allow further discussions to take place, the submission of further information which clarifies/amends the Bid and/or confirms that all the necessary formal approvals or other funding for the project have been secured.

5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 The effective spending of CIL monies will contribute to all the three priority areas that Councillors identified in the Joint Strategic Plan. Economy and Environment Housing and Strong and Healthy Communities.

6. FINANCIAL IMPLICATIONS

- 6.1 The adopted CIL Expenditure Framework is critical to the funding of infrastructure to support inclusive growth and sustainable development.
- 6.2 The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. The CIL Regulations stipulate that CIL monies which are collected must be spent on Infrastructure. Before 1st September 2019, each Council was required to publish a list of infrastructures that they will put the CIL monies towards. These lists were known as the "Regulation 123 Lists". However, on the 1st September 2019, new CIL Regulations were enacted, with the CIL 123 Lists being abolished, and in order to provide clarity given this changing situation, each Council adopted a CIL Position Statement containing a list of infrastructure that it would spend its CIL monies on. The authority for this was provided by a Council decision in March 2019 when the First Review of the CIL Expenditure Framework was undertaken and a revised scheme was agreed (by both Councils). The CIL Position Statements are identical for both Councils; the hyperlink for the CIL Position Statement for Mid Suffolk is contained at paragraph 14.1.
- 6.3 These replacement documents (known as the CIL Position Statement) makes both Councils positions clear on the expenditure of CIL This is expected to remain in force until the CIL Position Statement is formally reviewed (as part of the forthcoming Review of the CIL Expenditure Framework) and amended/or replaced.
- 6.4 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). Each Council retains up to 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a cap) but where there is a Neighbourhood Plan in place this figure rises to 25% (without a cap). For those parishes where there is no Parish or Town Council in place the Council retains the monies and spends the CIL Neighbourhood funds through consultation with the Parish.
- 6.5 Since the implementation of CIL for both Councils on the 11th April 2016 there have been seven payments to Parish Councils, in October 2016, April and October 2017, April and October 2018, April and October 2019. At the time that the Neighbourhood payments are made, the 20% set aside for Strategic Infrastructure fund is also undertaken. The Strategic Infrastructure Fund money is stored separately to the Local Infrastructure Fund at this point. As this accounting requires Finance to verify the figures, daily accounting in this way would be too cumbersome and resource hungry to carry out. There is no adverse impact on the Bid Round process or cycle to this method of accounting. Indeed, these dates work well with the Bid round process. (Paragraph 1.3 refers).

- 6.6 The remaining 80% of the CIL 123 monies comprises the Local Infrastructure Fund from which the available funds for expenditure against the Bid round are calculated. Within the CIL Expenditure Framework infrastructure provision for major housing developments is prioritised and ringfenced for spend against these housing projects. In this way housing growth occurring within the Districts is supported by infrastructure provision.
- 6.7 When commencement of these major housing schemes occurs, monies are collected according to the CIL payment plan in place. If the scale of development is large the CIL payment plan could be up to 5 equal payments collected over a two-year timescale. Smaller developments are required to pay the money in less instalments and over a shorter timescale. These monies are held in a separate account from the Strategic and Local Infrastructure funds to ensure the monies are safeguarded towards infrastructure supporting these developments. The remaining unallocated monies are known as the “available funds” and it is these funds that can fund the majority of CIL bids.

Available funds (Ringfenced funds, Strategic and Local Infrastructure Funds)

Mid Suffolk.

6.8 These available funds are: -

- Strategic Infrastructure Fund (including interest) as at 30 September 2019 (and including expenditure against M14-18) = £0
- Total available ringfenced monies as at 30th September 2019 = £1,643,186.34
- Local Infrastructure Fund available as at 30 September 2019 =: £1,447,776.13

6.9 These are expressed as follows: -

Expenditure	Total	2017/ 18	2018/19	2019/20
Total Expenditure in Bid Round 1 (Local Infrastructure Fund only)		N/A	£156,979.84	N/A
Total Expenditure in Bid Round 2 (Local Infrastructure Fund only)		N/A	£78,297.15	N/A
Total Expenditure in Bid Round 3 (Local Infrastructure Fund only)		N/A	N/A	£9,996.26
Total Expenditure for Approved Bid M14-18 Stowupland High School outside of Bid Round 4 (Strategic Infrastructure Fund only)		N/A	N/A	£1,139,906.98 (£50,474.28 due to be collected between Oct

				and March 2020)
Total Expenditure for Approved Bid M14-18 Stowupland High School outside of Bid Round 4 (Ringfenced Funds only)		N/A	N/A	£1,276,305.23 (£253,437.77 due to be collected between Oct and March 2020)
Amount carried forward to Bid Round 4 (Strategic Infrastructure Fund) after approval of Bid M14-18 (at 30/09/2019)		N/A	N/A	£0
Amount carried forward to Bid Round 4 (Local Infrastructure Fund) after approval of Bid M14-18 (at 30/9/2019)		N/A	N/A	£1,447,776.13
Amount carried forward to Bid Round 4 (Total Ring-fenced monies within Stowupland high school catchment area) after approval of Bid 14-18 (at 30/9/2019)		N/A	N/A	£0
Amount carried forward to Bid Round 4 (Total Ring-fenced monies outside of Stowupland high school catchment area) (at 30/9/2019)		N/A	N/A	£1,643,186.34

7. LEGAL IMPLICATIONS

- 7.1 The detailed framework for CIL expenditure is legally sound and robust and was designed including a legal representative from the Councils Shared Legal Service (who also attended each of the Joint Member workshop sessions) and agreed the adopted CIL Expenditure Framework documents (prior to consideration by Cabinet and Council of both Districts).
- 7.2 This report and the accompanying CIL Business Plan for Mid Suffolk District Council - March 2020 (including Appendix B) have also been endorsed as being sound and legally compliant by the Councils Shared Legal Service.
- 7.3 Governance arrangements agreed in April 2018 and which remained unchanged as part of the CIL Expenditure Framework Review of 2019 are indicated for each Bid in the list of Bids. The delegation for making Delegated decisions for the Community Infrastructure Levy falls to Assistant Director Planning and Communities (under the governance arrangements in the CIL Expenditure Framework).
- 7.4 Regulation 62 of the CIL Regulations 2010 (as amended but prior to the 1st September 2019) required CIL charging authorities to publish monitoring

statistics for collection allocations and expenditure of CIL monies by the 31st of December for each year. The 2017, 2018 and 2019 Monitoring Report for both Councils are published on the websites (see below).

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Mid-Suffolk-District-Council-CIL-Monitoring-Report-2016-17.pdf>

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/FINAL-MSDC-Reg-62-Report.pdf>

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

7.5 In the future, under the new CIL Regulations brought in on the 1st September 2019, it is necessary for each Council to produce an annual Infrastructure Funding Statement (IFS) dealing with both CIL and s106 developer contributions). This must be produced by December 2020.

8. RISK MANAGEMENT

8.1 This report is most closely linked with the significant risk 3. If we do not secure investment in infrastructure development may be stifled and /or unsustainable. The consequences are Housing targets not met. Reputation of the Councils may be impacted. Quality of life for residents could be affected. Access to services may be restricted.

8.2 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
<p>Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, public transport improvements etc.), then development is stifled and/or unsustainable.</p> <p>Current Risk Score: 6</p>	Unlikely (2)	Bad (3)	<p>Adopted Community Infrastructure Levy (CIL), secures investment on infrastructure via the planning process (which includes S106). Creating the Infrastructure Delivery Plan as part of the Strategic Plan, Joint Local Plan with associated Infrastructure Strategy and Infrastructure Delivery Plan will ensure that infrastructure across both Councils is addressed, New Anglia LEP Economic Strategy, draft created together with the Councils Open for Business Strategy.</p>

<p>Failure to produce a yearly Regulation 62 report or the forthcoming Infrastructure Funding Statement would result in non-compliance with the CIL Regulations and may mean that Members and the public are not aware of CIL and s106 income and expenditure activities.</p>	<p>Highly Unlikely (1)</p>	<p>Noticeable /Minor (2)</p>	<p>The Infrastructure Team produces the required 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 Monitoring report which in future will be known as the Annual Funding Statement is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented</p>
<p>Failure to monitor expenditure such that CIL expenditure is not effective.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The software which supports CIL collection will be used to support CIL expenditure. In addition, it is envisaged that a yearly CIL Business plan (with a 6-month update) will be produced which will include details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.</p>
<p>If too high a value is allocated into the Strategic Infrastructure Fund, there is a risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The Infrastructure Team will continue to monitor all allocations of CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure the level set remains appropriate.</p>
<p>If 25% Neighbourhood CIL is automatically allocated to any Parish/Town councils where there is no Neighbourhood Plan in place, there is a risk that there would be insufficient CIL Funding to allocate to the Strategic Infrastructure Fund and also the risk that there would be insufficient Local Infrastructure Funding available to deliver the infrastructure required to mitigate the harm, thereby ensuring sustainable development.</p>	<p>Unlikely (2)</p>	<p>Bad (3)</p>	<p>The Infrastructure Team will continue to monitor all allocations of Neighbourhood CIL and other CIL Funds and the CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.</p>

If commencements of major housing developments were not correctly monitored or the incorrect apportionment of CIL monies were to occur such that monies could not be allocated towards major housing developments, inadequate infrastructure provision would result.	Unlikely (2)	Disaster (4)	The Infrastructure Team will continue to monitor all commencements of development through the service of the required Commencement Notice by developers such that correct apportionment of CIL Funds can be undertaken. The CIL Expenditure Framework review will include this risk as a key element of the review to ensure allocations of CIL remain appropriate and projects to make development sustainable are able to be delivered.
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Assurances (for collection of CIL monies)

8.3 In September 2016 Internal Audit issued a report in relation to CIL governance processes. The Audit Opinion was High Standard and no recommendations for improvement to systems and processes were made. Table 5 provides a definition of this opinion:

Table 5

	Operation of controls	Recommended action
High standard	Systems described offer all necessary controls. Audit tests showed controls examined operating very effectively and where appropriate, in line with best practice.	Further improvement may not be cost effective.
Effective	Systems described offer most necessary controls. Audit tests showed controls examined operating effectively, with some improvements required.	Implementation of recommendations will further improve systems in line with best practice.
Ineffective	Systems described do not offer necessary controls. Audit tests showed key controls examined were operating ineffectively, with a number of improvements required.	Remedial action is required immediately to implement the recommendations made.
Poor	Systems described are largely uncontrolled, with complete absence of important controls. Most controls examined operate ineffectively with a large number of non-compliances and key improvements required.	A total review is urgently required.

8.4 On the 18th December 2017 Joint Overview and Scrutiny received a fact sheet on collection and current thinking on CIL expenditure and questions were answered in relation to it. Members of that Committee were advised of the route map towards getting a framework for CIL expenditure formally considered. Members were advised that this would be a key decision for both Councils and would need to go to Cabinet and then full Council. The resulting joint CIL Expenditure Framework, the CIL Expenditure Communications Strategy and the Timeline for the Expenditure of CIL and its Review were adopted by both Councils on the 24th April 2018 (Babergh) and 26th April 2018 (Mid Suffolk).

- 8.5 In May 2018 the results of an investigation by Internal Audit on behalf of the Assistant Director Planning and Communities were produced following complaints regarding the CIL process in place for Babergh and Mid Suffolk. The investigation concluded: -
- 8.6 “The information provided to the public in relation to the CIL process is superior to that found for some other Councils and the team go over and above the requirements when supporting applicants where resources allow them to do so. It is Internal Audit’s opinion that the Infrastructure team, even though working under challenging conditions with increasing numbers of applications, are providing a good service to customers and also pro-actively looking for ways to improve where possible.”
- 8.7 “The audit opinion is therefore high standard” – (paragraph 8.3 Table 5 defines high standard classification).
- 8.8 In September 2018 Internal Audit conducted a review of CIL Expenditure processes and released a written report. It contains a Substantial Assurance audit opinion (with two good practice points needing to be addressed relating to further clarification of “best value” (one of the criteria for assessing CIL Bids) and storage of all electronic communication.
- 8.9 On the 19th September 2019 a report was prepared for consideration by Joint Overview and Scrutiny on CIL expenditure with five witnesses including Infrastructure Providers, Cockfield Parish Council and a member of the Joint Member Panel; the latter of which are informing the second review of the CIL Expenditure Framework. Overview and Scrutiny endorsed the work of the CIL team and the Joint Member Working group and notes that a fit and proper process is in place in respect of the bidding and allocation of CIL funds. It is expected that the outcomes from this second CIL Expenditure Framework Review process will be presented to both Councils for consideration and be in place before Bid round 5 opens in May 2020.

Assurances (for collection and expenditure of CIL Monies)

- 8.10 It is expected that Internal Audit will continue to regularly audit CIL collection allocation and expenditure processes and actual expenditure once any schemes are developed and implemented.
- 8.11 As Members will recall there is a timeline for implementation of CIL and its review which contains key dates for the remainder of the CIL expenditure year cycle (Background papers referred.)
- 8.12 The first review of the CIL Expenditure Framework took place in 2018 following consideration by Joint Overview and Scrutiny in November 2018. The Joint Member Panel also informed the review and the conclusions were presented to both Councils and adopted in March 2019. This decision by both Councils planned for a further review of the CIL Expenditure Framework to occur at the same time as the Bid round no 4 so that any revised scheme would be in place before Bid round 5. This second review of the CIL Expenditure Framework is likely to be considered by each Council in April 2020.

9. CONSULTATIONS

9.1 The CIL Expenditure Communications Strategy contains a requirement for both Councils to consult the following bodies or organisations (for a period of 21 days) where valid Bids for their Wards or Parish have been submitted as follows (with responses contained in paragraph 4.2 above): -

- District Member(s)
- Parish Council
- Division County Councillor

9.2 Where appropriate as part of the CIL process and assessment of the Bids, Officers have also taken advice from other Officers within the Council; including the Communities team and the Strategic Leisure Advisor.

9.3 Regular Parish events and Member briefings will continue to be held to familiarise all with the Expenditure Framework and how we can continue to work together to provide infrastructure for the benefit of our communities.

10. EQUALITY ANALYSIS

10.1 Please see attached Screening report.

11. ENVIRONMENTAL IMPLICATIONS

11.1 It is important that appropriate infrastructure mitigates harm which could be caused by new development without its provision. CIL is one way in which infrastructure is provided and the CIL Expenditure Framework requires two bid rounds per year supported by the provision of a business plan for each Bid round. There is no EIA Assessment required.

12. APPENDICES

Title	Location
A. Appendix A comprises the CIL Business Plan for Mid Suffolk – March 2020	ATTACHED
B Appendix B to the CIL Business Plan for Mid Suffolk – March 2020 (Technical Assessment of the CIL Bid M14-18)	ATTACHED
C Appendix C Screening report for Equality Analysis	ATTACHED

13. BACKGROUND DOCUMENTS

13.1 The CIL Expenditure Framework, the CIL Expenditure Framework Communications Strategy and the CIL Position Statement for Mid Suffolk District Council together with the Timetable for the implementation of the CIL Expenditure Framework and Review constitute background papers for this

report. These were originally adopted by both Councils in April 2018. They were reviewed and adopted by both Councils in March 2019 (Babergh – 18th and Mid Suffolk - 19th March) and these amended Background documents are as follows: -

- The CIL Expenditure Framework:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/FINAL-CIL-Expenditure-Framework-Babergh-and-Mid-Suffolk-Final-amended-March-2019.pdf>

- The CIL Expenditure Framework Communications Strategy:

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/FINAL-CIL-Expenditure-Framework-Communication-Strategy-final-005March-2019-005.pdf>

- CIL Position Statement for Mid Suffolk District Council:

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

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

<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/FINAL-CIL-Expenditure-Calendar-2019-Key-dates.pdf>

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The Community Infrastructure Levy (CIL) Expenditure Business Plan

Mid Suffolk District Council

March 2020

Appendix A

KEY FACTS

- The CIL Expenditure Framework, the CIL Communications Strategy and Timeline for implementation and review were reviewed and approved on 18 and 19 March 2019.
- <https://www.midsuffolk.gov.uk/planning/community-infrastructure-levy-and-section-106/community-infrastructure-levy-cil/spending-cil/>
- Bid Round 4 (for Infrastructure providers including Officers from BMSDC and Parishes and Community Groups) opened 1st October - 31st October 2019. Previous bid rounds were in May 2018, October 2018 and May 2019.
- The above documents contain the processes, criteria for consideration and governance of the scheme which includes the production of a CIL Business Plan (twice yearly – after each Bid Round). This document contains the decisions to be made by Cabinet on Bids and for Cabinet to note decisions which have been made under delegated powers (all as detailed in the Governance section of the CIL Expenditure Framework)
- 20% of all CIL collected (after the 5% Admin charge and the Parish apportionment has been deducted) is being saved for Strategic Infrastructure expenditure (definition in the CIL Expenditure Framework)
- Infrastructure for new housing growth (ten dwellings and over) is prioritised in the CIL Expenditure Framework and the CIL monies collected against such schemes are saved in a different ringfenced fund in order that these monies are available for the infrastructure for those housing projects in that settlement.
- The remaining (CIL Position Statement) monies are available for Local Infrastructure expenditure (as defined in the CIL Expenditure Framework) and it is these “**available funds**” together with prioritised expenditure that CIL Bids will be spent against.
- The “**available funds**” are stated below together with details of all new starts on new major housing growth projects (10 dwellings and over) within the specified period so that ringfenced funds can be understood.
- All CIL expenditure must be in accordance with the CIL Position Statement which is on the website:
<https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/Pre-Adoption-Documents-Mid-Suffolk/MSDC-123-list-.pdf>
- The timetable for consideration of Bids and the second review of the CIL Expenditure Framework is also on the website:
Babergh and Mid Suffolk - <https://www.midsuffolk.gov.uk/assets/CIL-and-S106-Documents/CIL-SPENDING/FINAL-CIL-Expenditure-Calendar-2019-Key-dates.pdf>

CONSIDERATION OF BIDS

- All received bids are acknowledged and all missing or outstanding information (including the need for formal approvals to have been obtained) must be submitted before the bid can be made valid or progressed towards formal determination.
- When a bid is made valid consultation will occur with the Ward District Member(s), the Parish Council and the Division County Councillor for a period of 21 days. A copy of the Bid form and a location plan will be sent out as part of this consultation.
- All valid bids will be assessed against the Validation Screening and Prioritisation criteria set out in the CIL Expenditure Framework. For each bid there will be a technical assessment section which can be viewed (Appendix B).
- The technical assessment of each valid bid contains a conclusion section that the recommendation to Cabinet in the CIL Business Plan is founded upon.
- The CIL Business Plan for each Council contains decisions to be made by the Cabinet together with bids approved under delegated powers for Cabinet to note, as detailed in the Governance section of the Councils CIL Expenditure Framework,

PRIORITISATION OF FUNDS

- The CIL Expenditure Framework requires “all planning decisions to approve housing/employment development which carry Infrastructure to be provided by CIL and necessary for an approved growth project (those with planning permission and considered by Planning Committee) shall be supported and considered a priority so that the approved development which is ultimately carried out is supported by necessary infrastructure and is therefore sustainable.
- As such those major planning applications(over 10 dwellings) which have been commenced, and for which CIL monies have been received, shall have the CIL monies kept in a ringfenced fund so that the spend against these priority infrastructure projects can be safeguarded for the community receiving the growth. The remaining monies shall be known as the “**available funds**” for expenditure in the bid round process. These schemes where works have started and are subject to CIL will be listed below in this document together with the amount of CIL collected so far. Infrastructure officers will work with infrastructure providers to ensure that bids are received for these schemes.

HOUSING SCHEMES (over 10 dwellings and over – where CIL has been collected and commenced since adoption of CIL – 11th April 2016 up to 30th September 2019).

Location	Address	Planning Reference	No of Dwellings Approved	Total amount of CIL to be collected	Total amount of CIL collected to date	Infrastructure requirements from CIL at the time of the grant of planning approval
PALGRAVE	Lion Road	4195/15	21	£238,491.60	£ 238,491.6	Education £85,267 Libraries £4,536 Waste £1,071
STOWMARKET	Phase 6C Cedars Park	1709/16	89	£363,595.24	£363,595.24	Libraries £19,224 Education £468,964
TOSTOCK	Land at Norton Road	4974/16	14	£143,003.45	£114,402.76	Education £3,6543 Pre School £12,182 Libraries £3,024
STOWUPLAND	Land Between Gipping Road and Church Road	DC/17/02755	75	£616,651.06	£493,320.84	Education primary £523,783 Education secondary £688,447 Pre-school £103,547 Libraries £37,800 waste £8,925
STOWUPLAND	Land Between Gipping Road and Church Road	DC/18/00097	100	£1,155,903.74	£699,828.78	see above (phase 1)
LAXFIELD	Mill Road	DC/17/04375	12	£306.35	£306.35	Education £24,362
LAXFIELD	Bickers Hill Road	DC/17/06283	10	£146,431.41	£29,286.28	None
ELMSWELL	Wetherden Road	DC/18/01679	240	£1,726,583.03	£690,633.22	Education £718,679 Pre School £146,184 Libraries £51,840
GISLINGHAM	South side of Thornham Road	DC/17/06092	40	£758,525.40	£758,526.19	Bus Stop £4,000
GREAT BLAKENHAM	Land on The West Side of Stowmarket Road,	DC/18/01487	130	£1,056,073.74	£211,214.75	Education £851,771 Pre School £54,369 Libraries £28,080 Waste £6,630 Bus Stop Relocation £37,000 Health £42,780

STOWMARKET	Phase 3D Cedars Park,	4556/16	48	£207,427.76	£41,485.55	Education £257,185 Pre School £30,455 Libraries £10,368
WOOLPIT	Land on east side of Green Road	2112/16	49	£539,189.32	£107,837.86	Libraries £10,584
THURSTON	Highfield, Norton Road	DC/18/01376	175	£2,083,898.18	£416,779.64	Education (temporary classroom for primary education) £179,181 Libraries £37,800
THURSTON	Land To The West Of Ixworth Road Thurston Suffolk	DC/18/03547	250	£2,249,452.38	£0.00	Off Site Highway Works - £199,251 Education (Pre-School) - £208,325 Education (Primary School Building)- £1,018,598 Education (Primary School Site) - £80,228
THURSTON	Land On The North Side Of Norton Road Thurston	DC/19/01602	87	£859,332.22	£0.00	Education - £1,052,810 Highways - £275,921 Public rights of Way - £23,611
THURSTON	Land On The West Side Of Barton Road Thurston Suffolk	DC/17/02232	129		£0.00	Education - £492,870,000 Education Land - £38,820.00 Highways Capacity - £56,146.00 Highways Contributions - £120,618.00 Highways Pedestrian Crossing - £14,240.00 Highways Safety - £8,232.00 Highways Speed Limit - £8,000.00 Public rights of way - £34,000.00
NEEDHAM MARKET	Land Off Luff Meadow Needham Market Suffolk	DC/19/03729	28	£103,796.72	£0.00	None



AVAILABLE FUNDING FOR BID ROUND FOUR (following agreed approval of M14-18 Stowupland at Cabinet on the 6th January 2020)

Total Amount of CIL monies available up to 30/9/19 (after deduction of the 5% CIL admin charge, the making of Neighbourhood CIL payments including payments due by 28th October 2019, allocation of 20% save for the Strategic Infrastructure Fund, the saving of monies into the ringfenced fund to meet the infrastructure costs associated with major housing developments of 10 dwellings and over and all approved CIL Bids including M14-18 Stowupland High School Sixth Form approved in Jan 2020.

- Total Strategic Infrastructure Fund (including bank interest) - £0.00
- Total Ringfenced funds for major housing growth projects (10 dwellings and over) - £1,643,186.34
- Total available ringfenced monies for the school catchment area of Claydon which can be drawn down for Bid M19-14 - £405,532.31 as follows: -

DC/18/01487 - £135,177.44 (included in the ringfenced total above)

Ongoing application that has provided additional ringfenced monies (not yet included in the ringfenced total above) for Claydon Catchment Area: - as follows

DC/18/01487 - £135,177.44 received in November 2019

DC/18/01487 - £135,177.43 received in February 2020

- Total available Funds for Local Infrastructure Fund in Bid round 4 - £1,447,776.13

Conclusions

4 CIL Bids are proposed for approval in this CIL Business Plan. Given that Claydon has ringfenced funds available under Great Blakenham, the Claydon Bid has been allocated £405,532.31 from the ring-fenced monies with the remainder of £93,888.69 to be taken from the Local Infrastructure Fund (Further ringfenced monies will accrue of £135,177.44 in June 2020 which could repay the Local Infrastructure Fund at that time). The remaining 3 Bids do not have ringfenced funds available, all the monies to support these Bids have been taken from the Local Infrastructure Fund leaving the following funds for Bid round 5



- Total Strategic Infrastructure Fund (including bank interest) for Bid round 5 - £0.00
- Total Ringfenced funds for major housing growth projects (10 dwellings and over) - £1,508,008.90
- Total available Funds for Local Infrastructure Fund in Bid round 5 - £662,104.44

LIST OF BIDS TAKEN FORWARD INTO AND/OR RECEIVED FOR BID ROUND FOUR (1ST October - 31ST October 2019) FOR MID SUFFOLK DISTRICT COUNCIL (including recommendations to Cabinet to make decisions or for Cabinet to note the delegated decisions already made).

The following table comprises a list of CIL Bids received in Bid Round four (1st October - 31st October 2019). Not all of the bids are valid; with either missing information including where there are no formal approvals for the proposed infrastructure or further investigation, or clarification is being sought. Those bids where no decision is able to be made or where they are invalid will be carried forward to the next bid round.

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This list should be read in conjunction with Appendix B which comprises the technical assessment upon which the recommendations are based.

Bid Ref	Location by Parish/ Address	Type of Bid and Bidder	CIL Position Statement compliant	Amount of Money Sought	100% CIL Monies sought (Y/N)	Total costs and other sources of other funding	Consultation /expiry date (on valid Bids only)	Valid	Reasons why Bid is Invalid	Recommendation to Cabinet for decision or Delegated decision (for Cabinet to note)
M18-18	EYE Hartismere School	Provision of Sports Hall (4 Badminton Court) and Squash Court and provision of a Community Sports Leisure Facility. The Hartismere School of Academies	Yes, provision of community facilities	£1,000,000	No	Total estimated cost £1,818,188.40 excluding VAT Sports England Lottery Fund – application submitted= £500,000 School and possible Eye Town Council Contribution (TBC) £318,188.40 VAT can be reclaimed by School	N/A	No	No formal approval in place for the proposed infrastructure or three quotes	Discussions continuing with a further update meeting planned for the 11th February 2020. Proposal is likely to be significantly revised. Cabinet decision ultimately when/if Bid made valid. This Bid continues to be held over until Bid round 5

M19-18	OLD NEWTON Village Hall	Redevelopment and expansion of the Village Hall Old Newton Village Hall and Playing Field Committee	Yes provision of community facilities	£319,229	No	Total cost £329,229 Old Newton Village Hall; and Playing Fields Committee £10,000	N/A	No	Not enough quotes for the works received. The exact costings of the proposal need clarification as it includes elements which are not eligible	Meeting held to review project. However inadequate progress made. This bid is now WITHDRAWN
M21-18	STOWMARKET, Ipswich Streetcar Park (Regal Theatre) or Union Street Car Park	Electric Vehicle Charging Station Mid Suffolk District Council	Yes Provision of community facilities	£8013.60 - £14013.60	Yes	Total Cost £8,013.60 - £14,013.60	N/A	No	Awaiting clarification on the exact location, total cost of the works and three quotes	Bid held over until Bid round 5. Possible Cabinet decision ultimately although depending on total costs may be a delegated decision.

M19-03	DEBENHAM Village Hall & Playing Field, Gracechurch Street, Debenham, IP14 6BL	Sports and Leisure Car Parks – Additional Car Park	Yes provision of community facilities	£58,030.	Yes	Total Cost: £58,030	N/A	No	Planning permission has been granted for the car park	Steve Spurling (Chair of Debenham Sports & Leisure) requested that the bid is held over until the next bid round in May 2020. This is to enable quotes for the works to be produced. Bid held over until Bid round 5. Cabinet decision ultimately
M19-06	THURSTON Community College – Additional Land and School/ Community Facilities.	Land at Ixworth Road Thurston Bury St Edmunds Suffolk IP31 3QA	Yes provision of education facilities	£1,261,338	No	Total Cost: £1,361,200 Section 106 £99,862.	N/A	No	Bid currently invalid as no planning permission in place for the works and negotiations are taking place with the landowner	No planning permission is in place and negotiations are taking place with the landowner. Bid held over until Bid round 5 Cabinet decision ultimately
M19-07	OCCOLD Village hall Enhancement Extension	The Village Hall Mill Road Occold Suffolk IP23 7PN	Yes provision of community facilities	£19,190.00	No	Total Cost £57,600.00. ORAC £35,516.17 Section 106 £2,893.83	Yes 3-week consultation - expiry date of the 14 th February 2020	Yes	N/A	Recommended for approval to Cabinet to determine for £19,190.00

M19-08	THORNHAM Greening and Growing Thornham Walks car park	Land adjacent Thornham Walks Red House Yard Gislingham Road Thornham Magna Suffolk, IP23 8HH	Yes provision of community facilities	£27,000.00	No	Total Cost - £32,619.66 Thornham Estate – £5,436.61 Friends of Thornham Walks - £183.05	Yes 3-week consultation - expiry date of the 14 th February 2020	Yes	N/A	Bid recommended for approval to Cabinet for £27,000 subject to a completion of a legal document which would allow the car park to be used for a 25 year period (given land is not in public ownership)
M19-09	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk IP6 8AS	Yes provision of improvements to passenger transport facilities (rail)	Project a) £100,000 improvements to station to allow Disabled ramp) - phase 1 works (related to Bid M19-11 below)	No	Phase 1 project a) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all Bid Mid-Tier Programme £200,000 (bid award not yet confirmed) Phase 2 project b) Total Cost - £400,000 SCC £50,000 MSDC – £50,000 Department for Transport Access for all	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with the Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission needs resolution together with firm	Bid currently invalid as Greater Anglia need to join in with the Bid. Feasibility Study is being carried out by Greater Anglia. Need for planning permission needs resolution together with firm understanding /review of costs/funding options and delivery mechanisms. Held over until Bid round 5. Cabinet decision ultimately

						Bid Mid-Tier Programme £200,000 (bid award not yet confirmed)			understanding/ review of costs and delivery mechanisms. CIL Bid M19-09 works are referred to within the Infrastructure Delivery Plan	
M19-10	BRAMFORD CEVC Primary School – increase capacity of the school from 210 to 315 places (increase from 1FE to 1.5FE for R-Y6)	Bramford CEVC Primary School, Duckamere, Bramford, Ipswich	Yes provision of education facilities	£645,593	No	Total Cost - £1,490,522 Section 106 - £401,973 SCC (Council Borrowing) – £442.956	Yes 3-week consultation - expiry date of the 14 th February 2020	Yes	Planning permission granted for a design. However, this was not considered to be the most cost-effective solution so a new planning application involving changes is imminent. Extension to school needs to be open for September 2020	Recommended for approval to Cabinet for £645,593.00

M19-11	NEEDHAM MARKET Station – Access for All Ramp and Access project	Needham Market station Station Yard Needham Market Suffolk IP6 8AS	Yes provision of improvements to passenger transport facilities (rail)	Project b) £190,000 Improved access arrangements to the station and adjoining Needham Lake	No	Total Cost £780,000 £50,000 SCC £50,000 MSDC £390,000 Department for Transport Access for all Bid £190,000 Greater Anglia	N/A	No	Bids M19-09 and M19-11 are currently invalid as Greater Anglia need to join in with the Bids. Feasibility Study is being carried out by Greater Anglia (cost £20,000) to determine exact works and costings for both phases which are likely to be undertaken as one. Need for planning permission needs resolution together with firm understanding/ review of costs and delivery mechanisms.	Bid currently invalid as Greater Anglia need to join in with the Bid. Feasibility Study is being carried out by Greater Anglia. Need for planning permission needs resolution together with firm understanding /review of costs/funding options and delivery mechanisms. Held over until Bid round 5. Cabinet decision ultimately
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M19-12	EYE Replacement of the Moors Children's Play Area	25 Magdalen St, Eye IP23 7AJ	Yes provision of community facilities	£50,000	No	Total Cost £101,635 MSDC Capital Fund - £25,000 Section 106 - £3,300 Local Contributions - £10,000 National Charities – £23,535	N/A	No	It is understood that this Bid will be revised in terms of design and thereby costs will also be reviewed, and new quotes will be required.	Awaiting resolution of the outstanding matters. Held over until Bid round 5. Cabinet decision ultimately
M19-13	BEDFIELD New Play Area	The Sports Field Long Green Bedfield Woodbridge Suffolk IP13 7EJ	Yes provision of community facilities	£2,534	No	Total Cost - £32,000 Bedfield PC & Bedfield & Monk Soham Sports Clubs - £5,500 MSDC Grant Fund - £10,666 SCC & MSDC Local Amenity Grants £1,500 Adnams Foundation - £1,800 The National Lottery £10,0000	N/A	No	Further investigations required about the lease on the land which appears to expire on 2024. Not all other funding is yet awarded (Adams Foundation and National Lottery).	Awaiting resolution of the outstanding matters. Held over until Bid round 5. Delegated decision likely ultimately

M19-14	CLAYDON primary School Expansion	Increase capacity of school from 420 to 525 places (increase from 2F to “.5 FE for R-Y6)	Provision of education (school expansion)	£499,421	No	Total cost £2,600,000 Section 106 1,489,805.94 Basic need Funding £388,222.00 Maintenance Funding £16,907.00 SCC Borrowing £205,644.06	Yes 3-week consultation - expiry date of the 14 th February 2020	*No	*This Bid is retrospective, and the project is therefore complete	*Recommended for approval to Cabinet for £499,421.00 (Given the unique circumstances relating to this Bid for essential infrastructure (contained in the Infrastructure Delivery Plan – IDP) thereby representing an acceptable exception to the terms of the CIL Expenditure Framework concerning approval of retrospective CIL Bids.
M19-15	RICKINGHALL Village Hall	All wheeled sports area	Provision of leisure facilities	£20,180	No	Total cost £55,416.00 Rickinghall PC - £4,000 County Councillor locality budget £1,000 District Councillor locality budget £1,000 Awards for all	N/A	No	The awards for all bids and the Sports England Bid have not been determined. The outcome of these Bids will not be known until February / March. Given that CIL operates as the last piece of the funding	Awaiting further information and the outcome of Bids made to other funding organisations. Bid held over until Bid round 5 Cabinet decision ultimately

						£10,000 Sports England £10,000 Ricking hall Parish £9236			jigsaw it is important to understand the outcome of these Bids before making a decision on the CIL Bid. Only two quotes submitted; third quote awaited	
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PROGRESS OF BIDS APPROVED IN PREVIOUS BID ROUNDS (Bid Rounds One, Two and Three including Bid 14-18 for Stowupland determined in January 2020)

Page 1

Bid Ref	Project	Project Ref (Exacom)	CIL 123 Funding Allocated	Project Spend	Progress
M01-18	COMMUNITY FACILITY Gislingham Silver Band Hall	639	44,568.75		CIL Bid offer accepted. Project currently stalled as planning permission expired and requires renewal together with issues with the Party Wall with neighbours.
M02-18	PUBLIC TRANSPORT - Laxfield - Bus stops at Mill Lane	556	5,000.00	3,627.63	Project completed under budget. Remainder of monies have been returned to the Local Infrastructure Fund.
M04-18	PUBLIC TRANSPORT - Stowmarket - Bus Stops at Finborough Rd	557	5,000.00		CIL Bid offer accepted. Further consultation with adjacent homes

					completed. Project is now at the formal design stage.
M05-18	PUBLIC TRANSPORT - Bus stop improvements Mortimer Road Stowmarket	531	35,000.00		CIL Bid Offer accepted. Project is currently at the formal design stage.
M08-18	HEALTH - Botesdale Heath Centre - Extension to increase provision and palliative care	522	98,739.74	98.739.74	Works completed. Building open and being used.
M10-18	COMMUNITY FACILITY – Stowupland Notice Board Trinity Meadow	640	641.35	Monies returned to Local Infrastructure Fund and CIL Bid null and void	The Parish Council decided not to proceed with this Parish Notice Board and submitted a different CIL (reference M19-01) which has been approved on the proviso that CIL Bid M10-18 is not proceeded with. Email received regarding WITHDRAWAL.
M11-18 and M12-18	VILLAGE HALL - Stowupland Village Hall Partial Refurbishment and development of the Sports and Social Club facilities	543	13,240.10	13,240.10	Both projects completed.
M20-18	PUBLIC TRANSPORT Thurston - Bus Shelters Norton Road	641	13,000.00		CIL Bid offer accepted. SCC awaiting groundwork designs from Suffolk Highways. This is expected to be finished in August 2019, then construction will commence.
M23-18	GREEN ENERGY EV Charger at Cross St Car Park Eye	642	20,728.40		CIL Bid offer accepted. Wayleave agreement is required between MSDC and owner of the Queen's Head to allow the cables to be laid. This process is ongoing and legal are also working to resolve any issues. Work is now underway and should be completed by end of February.

M19-01	COMMUNITY FACILITY– Stowupland Notice Board Trinity Meadow		£396.26		CIL Bid Offer made and accepted on the basis that CIL Bid M10-18 is not proceeded with. Notice Board being made but not yet completed. Offer was accepted by the Parish Council and the previous bid was withdrawn via email.
M19-04	PUBLIC TRANSPORT Thurston - Bus Shelters Sandy Lane		£9600.00		CIL Bid Offer made and accepted.
M14-18	EDUCATION – Stowupland High School		£2,446,575.00		Agreed by Cabinet on the 6 th January 2020. CIL Bid offer letter to be issued shortly.
Total CIL Funding allocated to MSDC projects in Bid Round 1, 2 and 3 (including M14-18)			£2,692,489.60		

Appendix B – Mid Suffolk– CIL Bids under the Local Infrastructure Fund

Technical Assessment of Bid – Project M19-07 – Village Hall Enhancement (Extension) - Occold

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes
Delivery /timescales	Yes – The project aims to start March 2020 and to be delivered by August 2020.
Necessary other approvals	Planning Permission DC/17/06022 granted 06/02/2018 (Erection of side extension.)
Public or private land	Freehold
State aid details if any	No
Details of future funding maintenance	Yes

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	A portion of the funding will be from existing s106 funds (£2,893.83).
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning	No

permission) in order that development carried out is sustainable.	
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – Contributes to the promotion of community activities within the locality. The project aims to maximise the village hall’s potential to the benefit of the community, by being able to offer more space for the different clubs and classes being proposed, be it for ‘quiet’ or ‘physical’ sessions. This will enhance the lives and wellbeing of the local community.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes
Community support (including results of Consultation exercise.)	Yes – Consultation of all users of the village hall and letter of support from the Parish Council.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes – The project aims to start March 2020 and to be delivered by August 2020.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes, collaborative spend proposed as per below: Section 106 - £2,893.83 ORAC - £35,516.17 CIL Fund - £19,190.00 Total Project Estimated Cost = £57,600.00
Supports housing and employment growth	Yes – Contributes to the promotion of community activities within the locality.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – Maintenance, insurances, statutory and safety requirements will be funded through the hall bookings and fund-raising activities. It is expected that the project will contribute to enhancing the income of the village hall.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan however the project would be of benefits to existing and new residents.

CONCLUSIONS

- The project is for a side extension to the existing Occold village hall, enabling more opportunities for leisure, recreation and learning. This proposal represents an “oven ready” scheme with evidence of community support for this project that would provide much improved community facilities for the community. It is a collaborative Bid with other funding sources including use of section 106 monies.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £19,190.00, as per bid application.

Technical Assessment of Bid – Project M19-08 – Greening and Growing Thornham Walks car park (Overflow parking area for visitors to Thornham Walks) - Thornham

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	Yes
Delivery /timescales	Yes
Necessary other approvals	Yes – Full Planning Permission granted 25/10/2019; Reference: DC/19/04167 (Installation of grass reinforcement to create overflow car park)
Public or private land	Private land (permission given from landowner for the project). Pending legal document called a ‘Letter of Confirmation’, committing Thornham Estate to the use of the site as a public car park for Thornham Walks for 25 years.
State aid details if any	Yes - Sep-14 – SCC - £13,616; Dec-14 MSDC - £1,900; Jan-16 SCC - £500; May-16 BMSDC - £250; Nov-18 – BMSDC - £1,097
Details of future funding maintenance	Yes

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the CIL 123 list	Yes – Provision of leisure and community facilities
Can the infrastructure be provided using s106 funds	No
Is Bid complete	Yes
Has information be verified	Yes
Is this infrastructure linked to a major housing project which has priority?	No

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	No
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – The project creates an overflow parking area for visitors to Thornham Walks, which can provide additional parking during peak times such as school holidays and weekends, and allows for future growth in visitor numbers. The creation of this overflow car park uses a sustainable solution with minimal environmental and landscape impact. The growing popularity of Thornham Walks and need for additional opportunities of interactions with nature and the outdoors, such as the introduction of ‘forest school’ sessions for primary schools within Suffolk, also meets strategic objectives of the District Council.
It represents key infrastructure (essential)	No
Value for money	Yes
Clear community benefits	Yes
Community support (including results of Consultation exercise.)	Yes – Community support identified as well as car-parking survey carried out in August 2019 with visitors of Thornham Walks, which identified the need for additional parking areas for peak times.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes

Timeliness	Yes – Estimated timescale of 2 weeks for project completion after funds secured. Project aims to be completed by May 2020.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes – CIL123 fund application for £27,000.00 towards the total cost of £32,619.66 Collaborative spend of £5,619.66 from other sources (£5,436.61 Thornham Estate; £183.05 Friends of Thornham Walks).
Supports housing and employment growth	Yes – contributes to the increased use of leisure facilities within the locality.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes – The overflow car park will be maintained by the existing grass-cutting regime employed by Thornham Estate.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	Project not listed in the Infrastructure Delivery Plan, however the project would be of benefits to existing and new residents, as well as visitors, and ensure increased usage of existing facilities and services for the community of Thornham and Gislingham especially.

CONCLUSIONS

- This proposal represents accessibility benefits for the existing and future visitors of the popular Thornham Walks. The overall aim is to provide the community with additional parking during peak times that enhances the natural environment. This project will provide an overflow parking of 44 additional bays including disabled spaces. The surface proposed is re-cycled plastic grass reinforcement mats, which will provide strength to the ground for vehicles, and a safer surface for pedestrians. It is a no-dig installation mesh that allows the existing grass to grow through, and therefore provides minimal impact as well as blending well with the existing landscape.
- The project is “oven ready” with collaborative spend, however as the land is private and not owned by Thornham Walks, this recommendation for the project is subject to a legal document called a ‘Letter of Confirmation’, committing Thornham Estate to the use of the site as a public car park for Thornham Walks for 25 years.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £29,919.66, as per bid application (Subject to the legal documentation above).

Technical Assessment of Bid – Project M19-10 Bramford CEVC Primary School - Expansion

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	This project for the existing Bramford CECV Primary School consists of increasing the capacity of the school from 210 to 315 places (increase from 1FE to 1.5FE for R-Y6). In terms of school accommodation, the project will deliver the provision of a standalone four classroom block, along with an office, storage space and WCs. The project is directly related to housing development that has already taken place, as well as committed and planned residential growth of the area.
Delivery /timescales	The build project must be completed by the end of August 2020 ready for the start in September of the new 2020/21 academic year.
Necessary other approvals	SCC granted full planning permission on the 19/12/2019 (Reference SCC/0085/19MS). The proposal is to provide a single-storey standalone building comprising 4 class bases, an office room and welfare facilities. Further works include minor internal alterations to the early years block and site works involving improvement and re-routing of utility services, improvement of circulation around site, and provision of a new car park and cycle and scooter parking.
Public or private land	Public. Freehold. The land is registered to Suffolk County Council
State aid details if any	Basic Need funding will be applied for (£442,956). Please see listed below under collaborative spend.
Details of future funding maintenance	Yes

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
Must follow the Mid Suffolk CIL Position Statement	Yes – Provision of primary school places at existing schools.
Can the infrastructure be provided using s106 funds	A portion of the funding will be from existing s106 funds (£401,973).
Is Bid complete	Yes
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	Yes - Committed and planned growth of the emerging Joint Local Plan is circa 500 dwellings within Bramford.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Yes. Housing growth has already occurred in Bramford catchment area. The project meets the growth needs of Mid Suffolk for the provision of education and deals with needs demonstrated in the SCC pupil forecasts.
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies / Infrastructure Delivery Plan or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – the project is supported by emerging policies in the Joint Local Plan (Regulation 18 July 2019), such as: - - Policy LP31 - Managing Infrastructure Provision - “All new development must be supported by, and have good access to, all necessary infrastructure. Planning Permission will only be granted if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to support and meet the necessary infrastructure requirements arising from the proposed development”. -Policy LP32 - Health and Education Provision - “The Councils will respond positively to and support appropriate and well-designed applications regarding the creation of new health and/or education facilities, and extensions to existing facilities (C2/D1 Class Uses). As expressed in the NPPF, the Council will apply the presumption in favour of the development. The Council will engage in pre-application discussions with promoters to develop a collaborative approach to suitable applications. Where necessary, the Council will utilise planning obligations to help to mitigate any adverse impacts of an educational development and assist in delivering development that has a positive impact on the community.”

	<p>The project is prioritised as essential in the Babergh and Mid Suffolk Infrastructure Delivery Plan to enable the growth proposed in the Joint Local Plan (Regulation 18 July 2019).</p> <p>The project is also supported by adopted policy CS6 of the Core Strategy – “new development will be expected to provide or support the delivery of appropriate and accessible infrastructure to meet the justifiable needs of new development”.</p>
It represents key infrastructure (essential)	Yes - Education is key infrastructure and the project is prioritised as essential in the Infrastructure Delivery Plan to enable the growth proposed in the Joint Local Plan (Regulation 18 July 2019).
Value for money	Yes - School build costs are nationally benchmarked to ensure value for money. Pupil yields arising from new housing are closely monitored by the County Council and included in school forecasts.
Clear community benefits	Yes - Increase in the pupil admission number and providing additional modern facilities for the school. The project also meets the needs of the pupil population growth as a result of residential development in the area.
Community support (including results of the Consultation exercise)	<p>Consultation has taken place between SCC and the Parish Council, the District and County Councillor. A Pre-planning consultation was held in March 2019, with an event at the school on Wednesday 13th March 2019.</p> <p>The comments regarding the project were generally positive, with the main concern being traffic/parking issues on the road ‘Duckamere’. These concerns were mitigated through the provision of an additional staff car park (including allocated spaces for the Pre-school) and expansion of the existing school car park.</p>
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes - Project delivery for occupation Sept 2020.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	<p>Yes, collaborative spend proposed as per below:</p> <p>Section 106 - £401,973 SCC (Basic Need) - £442,956 CIL Fund - £645,593</p> <p>Total Project Estimated Cost = £1,490,522</p>
Supports housing and employment growth	Yes - Meets the needs of new housing development already carried out, as well as committed and planned housing and population growth.
Have a package of measures been proposed and submitted which allow for	Yes - The school is an LA maintained school (i.e. not an Academy) therefore the school receive revenue funding for minor maintenance works. In addition, SCC provide LA condition and

ongoing maintenance of the infrastructure such that its longevity can be assured	maintenance funding to Vertas, who prioritise and implement maintenance works across SCC CYP sites.
Must be based on the developing/adopted Infrastructure Delivery Plan unless circumstances dictate otherwise	The project is prioritised as essential in the Infrastructure Delivery Plan to enable the growth proposed in the emerging Joint Local Plan (Regulation 18 July 2019).

CONCLUSION

- This project represents the delivery of key education infrastructure for Mid Suffolk, which is in direct correlation with housing growth that has already taken place, as well as committed and planned residential growth of the Bramford area. Furthermore, the project is prioritised as essential in the Babergh and Mid Suffolk Infrastructure Delivery Plan to enable the growth proposed in the Joint Local Plan (Regulation 18 July 2019).
- The project consists of increasing the capacity of the primary school from 210 to 315 places. In terms of school accommodation, the project will deliver the provision of a standalone four classroom block, along with an office, storage space and WCs.
- The project has been master-planned to accommodate further expansion from 315 to 420 places should it be required in the future. If further expansion were required, it would be the subject of an additional CIL Bid.
- Planning permission was granted for the scheme on the 19th December 2019.
- Collaborative spend is proposed, where the largest part of the costs will be met through CIL funds, with contributions from the County Council through Basic Need funding, together with Section 106 monies.
- This project is considered as essential for the delivery of growth which already has occurred as well as committed and planned growth.

RECOMMENDATION

- Recommendation to Cabinet to approve CIL Bid for £645,593, as per bid application.
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Appendix B – Mid Suffolk– CIL Bids under the Ringfenced Funds and the Local Infrastructure Fund

Technical Assessment of Bid – Project M19-14 Claydon Primary School - Expansion

ASSESSMENT

Validation

VALIDATION	ASSESSMENT
Need /Justification	<p>This project relates to the existing Claydon Primary School, for increasing the capacity of the school from 420 to 525 places (increase from 2FE to 2.5FE for R-Y6).</p> <p>The project was delivered in September 2019, ready for the start of the 2019/20 academic year. This is therefore a retrospective Bid for CIL funds, given the unique circumstances relating to the delivery of this primary school expansion and as the expansion of the primary school was necessary to meet the demand for additional primary school places.</p> <p>In terms of school accommodation, the project includes the provision of a standalone five classroom block, along with a studio, small hall, offices, group rooms, storage space and WCs, and also some internal refurbishment to the main school building.</p> <p>The project is directly related to housing development that has already taken place, as well as committed and planned residential growth of the area.</p>
Delivery /timescales	Project delivered September 2019.
Necessary other approvals	SCC granted full planning permission on the 22/08/2017 (Reference SCC\0155\17MS).
Public or private land	The land is registered to Suffolk County Council. When the project was initiated the school was a Local Authority maintained community school. However, it converted to academy status on 1st July 2018 joining the South Suffolk Learning Trust. As part of the conversion, the Trust now has a 125-year lease for the school site. This is a standard lease term for schools converting to academy status.
State aid details if any	Basic Need funding (£388,222.00). Please see listed below under collaborative spend.
Details of future funding maintenance	Yes

SCREENED (for possible s106 expenditure with the opportunity being taken to secure other funding if available)

BIDS SCREENED	ASSESSMENT
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Must follow the Mid Suffolk CIL Position Statement	Yes – Provision of primary school places at existing schools.
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Can the infrastructure be provided using s106 funds	A portion of the funding is from existing s106 funds (£1,489,805.94).
Is Bid complete	Yes
Has information been verified	Yes
Is this infrastructure linked to a major housing project which has priority?	Yes – Growth that has already occurred in the area as well as committed and planned growth of the emerging Joint Local Plan. Planned growth is circa 600 dwellings within Claydon and Barham area.

PRIORITISATION (Using criteria from the CIL Expenditure)

PRIORITISATION CRITERIA	ASSESSMENT
Infrastructure necessary for an approved growth project (those with planning permission) in order that development carried out is sustainable.	Yes. Housing growth has already occurred in Claydon catchment area. The project meets the growth needs of Mid Suffolk for the provision of education and deals with needs demonstrated in the SCC pupil forecasts.
Positively scores against provisions /objectives of Joint Strategic Plan and/or Joint Local Plan and/ or Infrastructure Strategies / Infrastructure Delivery Plan or other BMSDC Strategies or external strategies BMSDC support and/or input into	Yes – the project is supported by emerging policies in the Joint Local Plan (Regulation 18 July 2019), such as: - - Policy LP31 - Managing Infrastructure Provision - “All new development must be supported by, and have good access to, all necessary infrastructure. Planning Permission will only be granted if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to support and meet the necessary infrastructure requirements arising from the proposed development”. -Policy LP32 - Health and Education Provision - “The Councils will respond positively to and support appropriate and well-designed applications regarding the creation of new health and/or education facilities, and extensions to existing facilities (C2/D1 Class Uses). As expressed in the NPPF, the Council will apply the presumption in favour of the development. The Council will engage in pre-application discussions with promoters to develop a collaborative approach to suitable applications. Where necessary, the Council will utilise planning obligations to help to mitigate any adverse impacts of an educational development and assist in delivering development that has a positive impact on the community.”

	The project is also supported by adopted policy CS6 of the Core Strategy – “new development will be expected to provide or support the delivery of appropriate and accessible infrastructure to meet the justifiable needs of new development”.
It represents key infrastructure (essential)	Yes
Value for money	Yes - School build costs are nationally benchmarked to ensure value for money. Pupil yields arising from new housing are closely monitored by the County Council and included in school forecasts.
Clear community benefits	Yes - Increase in the pupil admission number and providing additional modern facilities for the school. The project also meets the needs of the pupil population growth as a result of residential development in the area.
Community support (including results of the Consultation exercise)	Consultation has taken place between SCC and the Parish Council and County Councillor. A Pre-planning consultation was held in May 2017, with an event at the school on Tuesday 9th May 2017.
Deliverability (“oven ready” schemes)	Yes
Affordability (from CIL Funds)	Yes
Timeliness	Yes - Project delivered Sept 2019.
By releasing CIL money can we achieve infrastructure provision through collaborative spend? (i.e. Infrastructure providers, Parish/Town Councils, BMSDC infrastructure provision, or LEP/Government funding)	Yes, collaborative spend proposed as per below: Section 106 - £1,489,805.94 SCC (Basic Need) - £388,222.00 Maintenance Funding - £16,907.00 SCC Borrowing - £205,644.06 CIL Fund - £499,421.00 Total Project Estimated Cost = £2,600,000
Supports housing and employment growth	Yes - meets the needs of new housing development already carried out, as well as committed and planned housing and population growth.
Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured	Yes - The school is an Academy therefore the Academy Trust receives revenue funding from central government and is able to bid for capital funding via CIF bid.
Must be based on the developing/adopted Infrastructure	The project is identified in the Infrastructure Delivery Plan and is classed as essential infrastructure.

CONCLUSION

- The project was delivered in September 2019, ready for the start of the 2019/20 academic year.
- This is therefore a retrospective Bid for CIL funds, given the unique circumstances relating to the delivery of this primary school expansion and as the expansion of the primary school was necessary to meet the demand for additional primary school places.
- The project consists of increasing the capacity of the primary school from 420 to 525 places.
- The project has been master-planned to accommodate further expansion from 525 to 630 places should it be required in the future. If further expansion were required, it would be the subject of an separate CIL Bid based upon additional housing growth.
- In terms of school accommodation, the project includes a standalone five classroom block, along with a studio, small hall, offices, group rooms, storage space and WCs, and also some internal refurbishment to the main school building.
- Collaborative spend is proposed, where the largest part of the costs is through Section 106 moneys, with contributions from CIL funds, Basic Need, County Council borrowing and Maintenance Funding.
- The project is directly related to housing development that has already taken place, as well as committed and planned residential growth of the area.

RECOMMENDATION

Recommendation to Cabinet to approve CIL Bid for £499,421. (given the unique circumstances relating to this Bid for essential infrastructure (contained in the Infrastructure Delivery Plan – IDP) thereby representing an acceptable exception to the terms of the CIL Expenditure Framework concerning approval of retrospective CIL Bids

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Equality Impact Assessment (EIA) Initial Screening Form



Screening determines whether the policy has any relevance for equality, ie is there any impact on one or more of the 9 protected characteristics as defined by the Equality Act 2010. These are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership*
- Pregnancy and maternity
- Race
- Religion or belief (including lack of belief)
- Sex
- Sexual orientation

<p>1. Policy/service/function title</p>	<p>Strategic Planning Policy – Infrastructure – Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March Two separate reports and 2 separate CIL Business Plans for Babergh and Mid Suffolk.</p>
<p>2. Lead officer (responsible for the policy/service/function)</p>	<p>Christine Thurlow – Professional Lead – Key Sites and Infrastructure.</p>
<p>3. Is this a new or existing policy/service/function?</p>	<p>New. Existing: Existing (see 5 below)</p>
<p>4. What exactly is proposed? (Describe the policy/service/ function and the changes that are being planned?)</p>	<p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – September 2018 was presented to both Councils Cabinets in September 2018 (relating to CIL Bids submitted in Bid Round 1 (in May 2018)). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note and endorse on the Bids in their Districts for delivery of infrastructure.</p> <p>The Community Infrastructure Levy (CIL) - CIL Expenditure Business Plan – March 2019 was presented to both Councils Cabinets in March 2018 (relating to CIL Bids submitted in Bid Round 2 (in October 2018)). The report recommended decisions by both Councils Cabinet and delegated decisions for Cabinet to note on the Bids in their Districts for delivery of infrastructure.</p> <p>This report focuses on Bids made in CIL Bid Round 4 (in October 2019) using the same process but also includes a delivery update for CIL Bids submitted in Bid Rounds 1, 2 and 3</p>

<p>5. Why? (Give reasons why these changes are being introduced)</p>	<p>All the Bids submitted for CIL funding are different and relate to different Parishes, different types of infrastructure and as both Councils are sovereign Councils and monies are collected recorded and spent separately.</p> <p>There are two Bid Rounds each year and each Bid is validated screened for other forms of funding and then prioritised according to the agreed criteria, each Bid. Dependant on whether the spend is above or below £10,000 the decision will either be made by Cabinet (above £10,000) or under delegated decision (under £10,000) where the decisions will be presented to Cabinet for the Cabinet to note.</p> <p>Two Business Plans are produced twice yearly for both Councils Cabinets to consider so that delivery of infrastructure can be responsive to demand, and focus can be maintained on outcomes related to delivery of infrastructure supporting growth.</p> <p>In this way the development that is carried out is sustainable as the harm from the development is mitigated by the infrastructure provision,</p>
<p>6. How will it be implemented? (Describe the decision-making process, timescales, process for implementation)</p>	<p>The processes and procedure including governance arrangements for CIL expenditure are set out in the CIL Expenditure Framework and the CIL Expenditure Communications Strategy with timescales set out in the associated Timeline document. The processes are described in 5 above</p>
<p>7. Is there potential for differential impact (negative or positive) on any of the protected characteristics?</p>	<p>Yes</p> <p>No Infrastructure provision is necessary to mitigate the harm from the impact of growth so that the development that is carried out is sustainable.</p> <p>Communities in general benefit from infrastructure provision and delivery and its provision generally causes positive impacts for that community that all can benefit from. It does not impact on a specific equality strand unless it has been particularly designed to do so</p> <p>Identify how the impact would affect the specific equality strand.</p>

8. Is there the possibility of discriminating unlawfully , directly or indirectly, against people from any protected characteristic?	Yes No No
9. Could there be an effect on relations between certain groups ?	Yes No No
10. Does the policy explicitly involve, or focus on a particular equalities group , i.e. because they have particular needs?	Yes No No
<p>If the answers are 'no' to questions 7-10 then there is no need to proceed to a full impact assessment and this form should then be signed off as appropriate.</p> <p>If 'yes' then a full impact assessment must be completed.</p>	
<p>Authors signature Christine Thurlow</p> <p>Date of completion 13th January 2020</p>	

Any queries concerning the completion of this form should be addressed to the Equality and Diversity Lead.

* Public sector duty does not apply to marriage and civil partnership.

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Agenda Item 12

MID SUFFOLK DISTRICT COUNCIL

TO: Mid Suffolk Cabinet	REPORT NUMBER: MCa/19/56
FROM: Cabinet Member for Economy and Environment	DATE OF MEETING: 9 March 2020
OFFICER: Assistant Director, Economic Development	KEY DECISION REF NO. CAB170

APPOINTMENT OF CONTRACTOR AND REQUEST FOR ADDITIONAL FUNDING – NEEDHAM LAKE CAFE/VISITOR CENTRE

1. PURPOSE OF REPORT

- 1.1 Needham Lake is identified as one of the Council's key priorities and in March 2019 Cabinet agreed to improve the visitor offer there by building a visitor centre and café. At the same time, approval was given for funding of £600,000 to deliver all aspects of the project.
- 1.2 Since the original Cabinet decision, more detailed feasibility work has been completed, a consultation event has taken place for the local community, planning permission has been granted and a preferred tenant has been selected to run the café. The contractor procurement process for the building of the facility has been completed to the point of receipt of tenders, which exceed the original capital budget.
- 1.3 In the original report to Cabinet in March 2019, officers outlined that costs remained indicative and highlighted that the ground conditions, potable water and drainage costs continued to be a project risk until more detailed work had been carried out. With the benefit of that further work, these costs have indeed proved higher than originally estimated. In addition, as a result of the community consultation, a Changing Places facility has been added to the specification. Further environmental features have also been included.
- 1.4 This report seeks agreement to increase the previously approved capital budget by £200,000 to reflect the improvements made and complex site outlined above and the higher tender price returns. Approval is also sought for delegated authority to be granted to the Strategic Director to conclude the contractor appointment.

2. OPTIONS CONSIDERED

- 2.1 *OPTION ONE:* To reduce the facilities at the site and provide the scheme within the original budget. This would require a reduction in both the footprint of the centre and some of the environmental sustainability features. It would also remove the Changing Places facility so that centre is delivered within the original budget.
- 2.2 *OPTION TWO:* To approve the extra funding and proceed with a project that responds to the consultation with the public and integrates a Changing Places facility, that maximises the environmental features and is of a size consistent with the demand generated by approximately 380,000 visitors per year.

- 2.3 Option Two would provide added value by keeping the high quality, sustainability and size of the building, while also retaining the designed environmental features, consistent with Mid Suffolk's strategic climate change priorities. It would future-proof the building to accommodate further growth in numbers visiting the site and retain the Changing Places facility to ensure that the Visitor Centre remained accessible to all. This Changing Places facility would be one of only a handful in Mid Suffolk. Option Two also means that the building itself would remain sensitive to its location.

<p>3. RECOMMENDATIONS</p> <p>Cabinet is recommended to:</p> <p>3.1 To approve Option 2 which seeks additional funding of £200,000 from the Business Rate Retention Pilot Fund to deliver the Visitor Centre and café.</p> <p>3.2 Grant delegated authority to the Strategic Director to appoint the contractor to build the facility.</p>	
<p>REASON FOR DECISION</p> <p>To deliver a high quality and environmentally sustainable building to: promote quality of life for the local community; increase visitor spend in the local economy; support community capacity building and engagement; maximise a Council asset; encourage increased physical activity and improved use of open space; and ensure efficient management of the delivery of the facility.</p>	

4. KEY INFORMATION

- 4.1 Since the decision in March 2019 to develop a visitor centre at Needham Lake, the project has delivered against the indicative timescale previously set out. The Member Working Group set up for Needham Lake, comprising of four Cabinet Members and the local ward Councillors, was created in June 2019 to oversee and drive delivery of the new facility.
- 4.2 A key milestone in the project was a public engagement event in October 2019 at Needham Market Community Centre. This engagement event built on the visitor survey undertaken in summer 2018 and showcased the new designs for the centre including floorplans, elevations and a computer image of the finished building. Over 100 visitors attended the event. There was widely-held positive support for the proposals and useful constructive feedback.
- 4.3 Part of the feedback at the public engagement event was the need for a Changing Places toilet as some visitors would be unable to stay for as long as they would like at the site due to the lack of facilities. This idea was taken to the Member Working Group for Needham Lake and it was agreed that this addition would ensure the building would be open to all. There are limited Changing Places facilities in the District especially at outdoor locations and only 14 in the whole of Suffolk.
- 4.4 The community are very positive and supportive of the visitor centre and café at the site and it will complement other improvements to Needham Market.
- 4.5 The Needham Lake scheme was granted planning consent in December 2019 and since that time work has been ongoing to procure a contractor for the build.

- 4.6 The tender process opened in January 2020 and a good response was received particularly from local and regional contractors.
- 4.7 The tender process closed on the 20th February 2020. Whilst considerable due diligence is required on the bids received, and therefore at this stage it is not possible to indicate a preferred contractor, analysis of the bids has indicated that a further £200,000 will be required to complete the project.
- 4.8 Work is ongoing to examine the bids received and review opportunities for cost savings to see if there may be opportunities to reduce the total construction value without compromising quality of the building.

5. LINKS TO CORPORATE PLAN

- 5.1 This project is a Council priority and is included in the agreed Corporate Plan outputs. It links to a number of key strategic priorities, including Environment, Communities, Well-Being, Customers and Economy.
- 5.2 It is also a key project as part of the delivery of the Vision for Needham Market.

6. FINANCIAL IMPLICATIONS

- 6.1 In March 2019 this project was allocated a budget of £600,000 to deliver the centre. This budget comprised £300,00 from the Growth and Efficiency fund and £300,000 from the Business Rate Retention pilot.
- 6.2 Following the conclusion of the final pre-tender cost estimate and now the tender returns, several key items were identified as increasing overall costs when compared to the early cost estimate.
- 6.3 *Introduction of Changing Places facility:* This is inclusive of specialist hoist and fixtures, furniture and equipment and also reflects the increased gross internal floor area required to incorporate the area. Partial funding has been secured towards this element of the scheme from the Needham Market Town Council, the District Council Communities budget and Needham Market and Barking Welfare Charities totalling £20,000.
- 6.4 *Foul Water Disposal:* As a natural location, there is no existing foul drainage. An environmentally sustainable alternative in the form of a localised sewage treatment unit has been developed. There were additional requirements from the Environmental Agency through the planning process as the centre is in a flood plain which has added further cost. It should be noted, however, that a service connection was specifically excluded from the original cost plan, so drainage and other services identified below were always deemed to be an additional cost.
- 6.5 *Water Mains Connection:* There is no current clean water connection at the site. There were two main options which has led to the need for the water to be piped across the River Gipping via a pipe affixed to the existing bridge structure. The requirement for this connection route has added additional cost to the scheme for the bridge structure and to dig through the existing hard standing.
- 6.6 *Construction in an open site:* There are some risks associated with operating a construction site in a public area which is open 24 hours a day. These include theft and additional security is required and this has added to the original budget cost.

- 6.7 *Accessibility:* Access to the site is constrained as there is a single route in and out of the facility which is shared with the general public. There are also electricity wires over the access road which may constrain large vehicle movements. These constraints have added to the cost of the project.
- 6.8 Due to the factors highlighted above, tender prices received are higher than the initial cost estimate and therefore Cabinet are requested to increase the budget for the build by a further £200,000. Although more due diligence work is required on all of the bids received and there may be some further cost efficiencies, our consultants on the project have advised that this figure is a realistic estimate of the additional budget required to ensure the current scheme is delivered on time with the proposed quality and environmental sustainability levels achieved.
- 6.9 The Assistant Director, Corporate Resources, advises that there is currently £280,000 of unallocated funds in the Business Rate Retention Pilot, and that this would be a suitable fund for the additional budget required.
- 6.10 Work on the tenders received will be ongoing and as part of the next stage in the process we will be considering all opportunities to reduce costs of the build which means the additional £200,000 would be a maximum figure.

7. LEGAL IMPLICATIONS

- 7.1 There are no legal implications. However, the visitor and café centre will have a Changing Places facility so there are additional positive impacts by providing beyond the legal requirement for disability adaptations.

8. RISK MANAGEMENT

- 8.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Inability to meet timescales for opening in 2020	1	3	All milestones are closely monitored, and resource has been allocated to support the delivery. A cross party Member working group was set up for the project in 2019 and has approved all amendments to the scheme. They will continue to monitor the build.
To complete the scheme within budget	2	3	All milestones closely monitored, and resource has

			been allocated to support the delivery of the project. The cross party Member working group will continue to monitor the build and budget for the scheme.
Unable to get clean water to the facility	2	3	The mitigation measures have been worked through with the design team and the Environment Agency to ensure that the solution is suitable. An application for a permit to the Environment Agency has been submitted.
Flood risk in flood zone	1	2	Mitigation measures include changes as a result of consultation during the planning process, including advice from the Environment Agency and Suffolk County Council.
Inability to provide adequate drainage	1	3	The mitigation measures have been worked with the design team and the Environment Agency to ensure that the solution is suitable for the location.

9. CONSULTATIONS

- 9.1 All usual statutory consultations were carried out as part of the planning application process. There was also the additional event for the public in October 2019 which was attended by circa 100 residents and visitors of Needham Lake.

10. EQUALITY ANALYSIS

- 10.1 If any of the protected grounds may be affected as a result of the recommendations in this report a full Equality Impact Assessment (EQIA) will need to be carried out as attached at Appendix A. There is positive impact for the disability protected characteristic, please refer to the full Equality Impact Assessment.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Whilst no direct environmental implications arise from additional funding, the building design and its use will have a positive impact upon the Needham Lake area.
- 11.2 Although the building is a new build on previously green land it has been designed to fully mitigate impacts on the environment by a range of sustainable measures including ground source heat pump, localised sewage treatment solution and solar panels.
- 11.3 Whilst being run as a café as well as a visitor centre, the Councils brief to secure a tenant for the facility was that it must be operated in an environmentally sustainable way with locally sourced and seasonal food, recycled items instead of single use and ability to link into the wider nature work at the Lake. This was taken account of during the selection process.

12. APPENDICES

Title	Location
(a) EQIA	Attached

13. Background papers

- 13.1 Cabinet Report March 2019

<https://babergmidsuffolk.moderngov.co.uk/documents/s14006/MCa1873%20Needham%20OLake.pdf>

Equality Impact Assessment (EQIA)

The characteristics protected by the Equality Act 2010 are:

Disability	Age	Sex (gender)
Gender reassignment	Marriage/civil partnership	Pregnancy/maternity
Race	Sexual orientation	Religion/belief

By law we must have due regard to the need to:

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act*
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it*
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.*

In effect, this means that we need to ensure that our policies and services are fair, equitable and proportionate and where possible mitigate against any adverse impacts on people from the different protected characteristics.

In addition to the above protected characteristics you should consider the impact of living in a **rural area** as part of this assessment. Where people live is not a characteristic protected by law, but for an organisation such as Babergh and Mid Suffolk District Councils it is good practice to consider carefully how location may affect people’s experience of a policy or service.

The Rural-Urban definition defines the rurality of very small census based geographies. Census Output Areas forming settlements with populations of over 10,000 (which are urban), while the remainder are defined as one of three rural types: *town and fringe, village or hamlet and dispersed*.

Details	
Service or policy title	
Lead officer <i>(responsible for the policy or service/function)</i>	Kate Parnum
Officers carrying out the EQIA <i>(at least one must have done EQIA training and it is recommended that an officer responsible for the policy or service/function is involved in completion)</i>	Kate Parnum
Is this new or a revision? <i>(If revision state when previous EQIA undertaken)</i>	New
Is this the first time this policy or function has been assessed?	Yes
Date of completing this EQIA	24/01/2020

Equality Impact Assessment (EQIA)

Description
<p>What exactly is proposed? <i>(Describe the service/policy and the changes that are being planned)</i></p> <p>Introduction of Changing Places area: This is inclusive of specialist hoist and fixtures, furniture and equipment and also reflects the increased gross internal floor area required to incorporate the area.</p>
<p>Why? <i>(Give reasons why these changes are being introduced)</i></p> <p>In the March 2019 cabinet paper it was recommended that funding of £600,000 was approved to deliver the new visitor centre development at Needham Lake.</p> <p>In the public engagement in October 2019 at Needham Market Community centre. This engagement event built on the visitor survey undertaken in the summer 2018. At the event we shared the indicative design, floor plan, and elevations. At the event we had circa 200 visitors that engaged and discussed with us the designs. The event was very positive, and we had constructive feedback.</p> <p>Part of the feedback at the public engagement was the need for changing place facility as a number of visitors are unable to stay long at the site due to the lack of facilities. This idea was taken to the task and finish group for Needham Lake Member working group and it was agreed that this addition would widen the visitors that could use the site. There are limited changing place facilities especially at outdoor locations.</p>
<p>What will the effect of the changes be? <i>(Describe which people, communities, localities etc. will be affected by the changes)</i></p> <p>Changing place facility at Needham Lake, currently there is no provision. The nearest provision is Stowmarket Leisure Centre.</p>
<p>How will it be implemented? <i>(Describe the decision-making process, timescales, process for implementation)</i></p> <p>Cabinet decision in March 2020</p>
<p>When is it due to start? <i>(Planned start of new/revised policy/service)</i></p> <p>April 2020</p>
<p>Any other relevant details</p>

Data about the population

Equality Impact Assessment (EQIA)

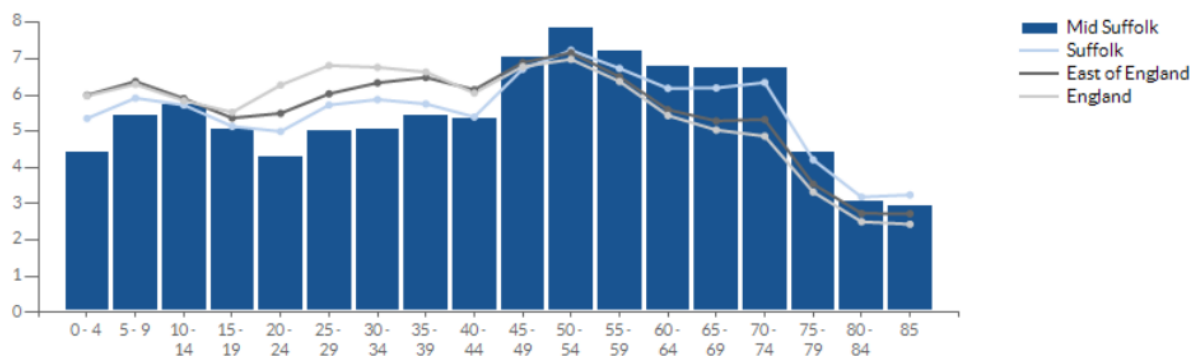
What is the demographic profile or make up of the community you are serving? (A brief overview of quantitative data used, and qualitative research undertaken, including customer surveys and focus groups, plus links to reports, local or national data that you have used, suggested sources of information can be found at the end of this document)

The data used for this assessment is from local and national data including Census 2011, ONS, Public Health England and department for Environment, Food and Rural Affairs. There is Suffolk focused site (Suffolk Observatory) that hold this information in one location. The website is <https://www.suffolkobservatory.info/>.

What is the profile or make up of your service users by protected characteristics? (Where this data is available. If it is not currently available state any plans to collect this in future)

AGE

POPULATION ESTIMATES



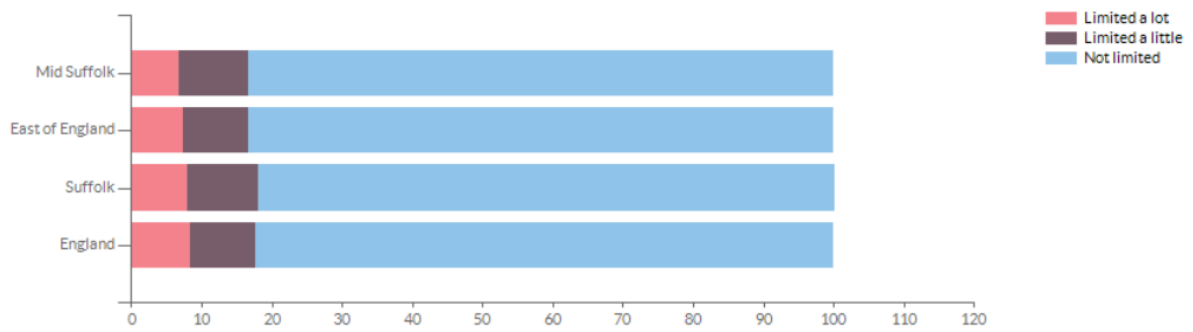
The chart above shows the estimated percentage of the population by 5-year age group for Mid Suffolk in 2017, compared with the region and country. As you can see on the graph, comparatively Mid Suffolk is below the average for the following sections; 0-9 and 20 – 44 and we are above average between 45 – 85. This highlights that we have aging population and underrepresented between 20 to 44.

DISABILITY

We do not have specific data on disabilities, we have used Census data regarding daily activity limitation. The question in the census was designed to capture self-assessed activity restrictions associated with health problems or impairments, which is an indicator of disability. The chart below shows the percentage of the population whose day-to-day activities are limited in Babergh in 2011, compared with the region and country. We are currently working with our disability forum to be able to collect more specific data of disability.

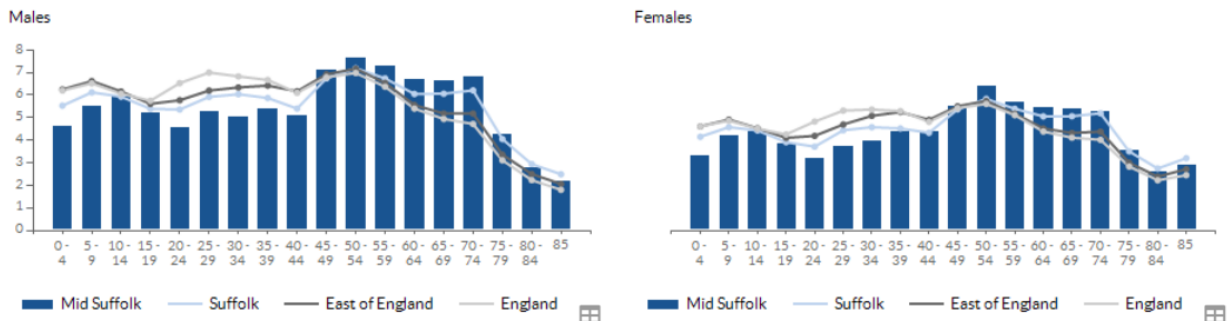
Equality Impact Assessment (EQIA)

DAY-TO-DAY ACTIVITIES LIMITED



SEX

POPULATION ESTIMATES



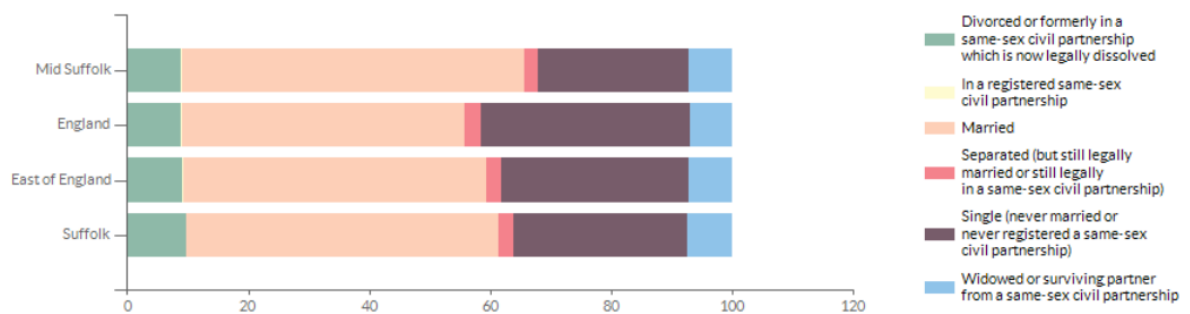
The charts above show the estimated percentage of the male and female population by 5-year age group for Mid Suffolk in 2017, compared with Suffolk, region and country. We have similar levels of male and female until you get to 80 and above, where we have more females this is in line with life length as females are expected to live longer.

GENDER REASSIGNMENT

Due to confidentiality, detailed local data is not currently available. As this can be a very sensitive and confidential, we have no plans to actively record this data, however, if individuals are willing to disclose, we will record this information.

MARRIAGE AND CIVIL PARTNERSHIPS

MARRIAGE AND PARTNERSHIPS PROFILE

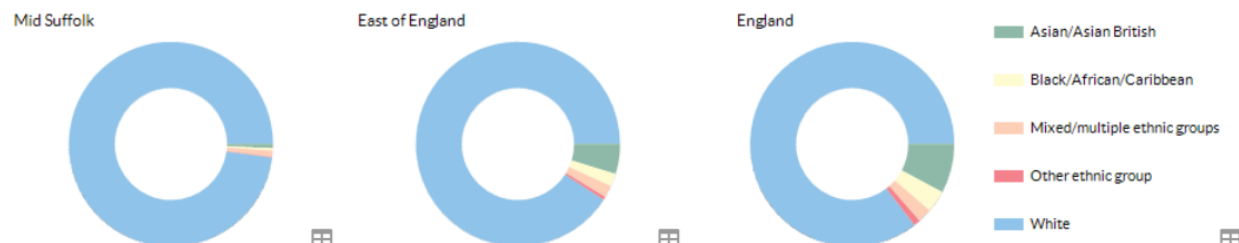


Equality Impact Assessment (EQIA)

The chart above shows the percentage of the population in each group in Mid Suffolk in 2011, compared with the region and country. We are in line with both Suffolk, East of England and England though we have slightly more married and less single than the comparative areas.

ETHICITY

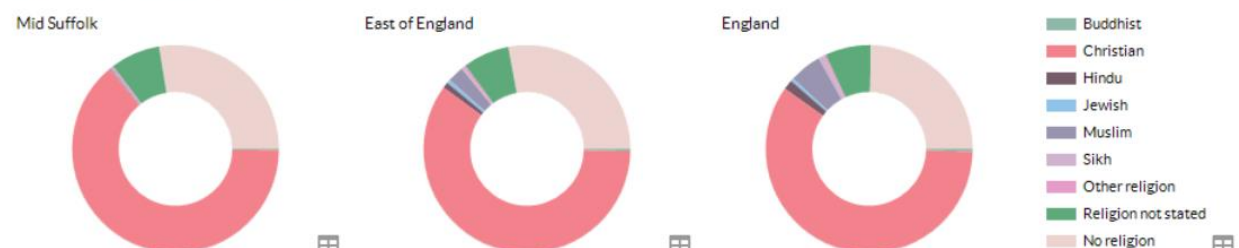
RACE/ETHNICITY PROFILE



The charts above show the percentage of the population of Mid Suffolk in different race/ethnicity groups in 2011, compared with the region and country. We are less diversity than the east of England and England.

BELIEF OR REGILION

RELIGIONS/BELIEFS PROFILE



The charts above show the breakdown of religions/beliefs for Mid Suffolk for 2011, compared with the region and country. We are in line with both East of England and England for Christian however, we have a less diversity levels of other religions/beliefs.

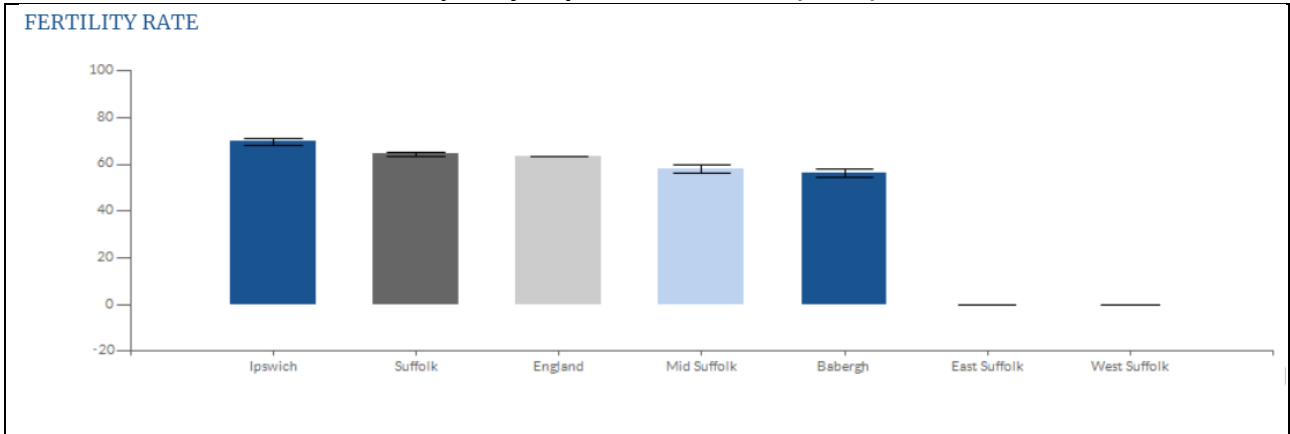
SEXUAL ORIENTATION

There is no accurate data at a local level and there are only experimental estimates at a regional level by ONS. We are working on how to collect this data going forward.

PREGNANCY AND MATERNITY

The chart both shows total births per 1,000 females aged 15-44 during 2010-2014 (5-year aggregated population). Confidence intervals have been calculated using Byar's Method for rates. The value for Mid Suffolk is 58.2 compared with a value of 63.2 for England so we are below average for birth rates.

Equality Impact Assessment (EQIA)



Equality Impact Assessment (EQIA)

Implications for communities and workforce	
Disability	
<p>What is the impact on people with a disability (including children with additional needs) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	<p>There are 14 changing places in Suffolk, this is comparable to similar counties.</p> <p>There is a misnomer about the term registered disabled, there is no register so understanding the need is challenging. Specially to understand whether there is the need for a changing place or a disabled toilet or something in the middle.</p> <p>Feedback from the public engagement and Mid Suffolk disability forum were positive for the need for a changing place facility especially at an outdoor location.</p> <p>The changing place facility will provide visitors to the site the opportunity to stay at the site without having to leave as there are no facilities.</p>
How does it have a positive or negative impact?	Positive
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Age	
<p>What is the impact on people of different ages and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Sex (gender)	
<p>What is the impact on people of different genders and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i></p>	N/A
How does it have a positive or negative impact?	No impact

Equality Impact Assessment (EQIA)

What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Gender reassignment	
What is the impact on people who have undergone gender reassignment (i.e. transgender people) and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Marriage/civil partnership	
What is the impact on people who are married or in a civil partnership and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Pregnancy/maternity	
What is the impact on people who are pregnant women or those with a young child and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Race	
What is the impact on people from different races or ethnic groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A

Equality Impact Assessment (EQIA)

How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Sexual orientation	
What is the impact on people according to their sexual orientation and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A
Religion/belief	
What is the impact on people according to their religion or belief and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	N/A
How does it have a positive or negative impact?	Neutral
What could be done to mitigate any adverse impact or further promote positive impact?	N/A

Making Decisions

Having completed this equality impact assessment indicate which decision is recommended to be taken.

Should the policy or service be implemented as the correct course of action?	Yes
Should the policy or service be amended as suggested by the report so that mitigating actions are taken to address an adverse or negative impact on any characteristic?	Yes
Should the policy or service be reviewed and revised more	No

Equality Impact Assessment (EQIA)

significantly to take into account its impact on different groups?	
Should the policy or service not be actioned as there are too many negative impacts?	No

Monitoring Impact

Assessing the impact on equality is an ongoing process that does not end once a policy or service had been agreed or implemented.

How frequently will the policy or service be reviewed?	Yearly
Who will be involved?	The operator and the Mid Suffolk disability forum
Will there need to be an action plan completed for any amendments?	No
What further evidence or consultation will be needed to check that the policy or service is working well?	Customer feedback

Completion

Authors signature	
Date of completion	

Additional sources of data can be found on the following links:

<http://www.suffolkobservatory.info/Default.aspx>

<http://www.nomisweb.co.uk/>

<https://www.ons.gov.uk/>

<http://suffolkcf.org.uk/publications/hidden-needs-2016/>

<https://www.nao.org.uk/>