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COMMITTEE:	JOINT OVERVIEW AND SCRUTINY COMMITTEE
DATE:	MONDAY, 19 JULY 2021 9.30 AM
VENUE:	KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH

Members		
<u>Conservative</u> Simon Barrett James Caston Siân Dawson Paul Ekpenyong Mary McLaren (Co-Chair) Dave Muller	<u>Green Party</u> Terence Carter Jane Gould Keith Welham (Co-Chair) <u>Independent</u> Kathryn Grandon Margaret Maybury	<u>Liberal Democrat</u> Keith Scarff

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- 1 **APOLOGIES AND SUBSTITUTES**
- 2 **DECLARATION OF INTERESTS**
- 3 **JOS/21/6 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 28 JUNE 2021** 7 - 18
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY THE PUBLIC**

To consider questions from and provide answers to members of the public on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedures Rules.

6 **QUESTIONS BY COUNCILLORS**

To consider questions from and provide answers to Councillors on any matter in relation to which the Committee has powers or duties and of which due notice has been given in accordance with the Committee and Sub-Committee Procedure Rules.

7 **INFORMATION BULLETIN**

19 - 26

The Information Bulletin is a document that is made available to the public with the published agenda papers. It can include update information requested by the Committee as well as information that a service considers should be made known to the Committee.

This Information Bulletin contains updates on the following subjects:

1. Public Realm – Land Adoption Policy
2. Public Realm Insourcing Update

8 **TASK AND FINISH GROUP FOR SCOPING OF TRANSPORT IN THE DISTRICTS**

To appoint a task and finish group to explore the delivery of transport options for residents within the Districts and present its findings and recommendations to the Committee.

The Committee may resolve to set parameters for the work of the task and finish group.

9 **FORTHCOMING DECISIONS LIST**

To review the Council's Forthcoming Decisions List and identify any items to be brought before the Overview and Scrutiny Committee.

Please note the most up to date version can be found via the Website:

[Forthcoming Decisions List » Babergh Mid Suffolk](#)

10 **JOS/21/4 BABERGH OVERVIEW AND SCRUTINY WORK PLAN** 27 - 30

To agree the Work Plan

11 **JOS/21/5 MID SUFFOLK OVERVIEW AND SCRUTINY WORK PLAN** 31 - 34

To agree the Work Plan

Date and Time of next meeting

Please note that the next meeting is scheduled for 23 August 2021.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Robert Carmichael on: 01449 724930 or Email: Committees@baberghmidsuffolk.gov.uk

BMSDC COVID-19 – KING EDMUND COUNCIL CHAMBER ENDEAVOUR HOUSE

Babergh and Mid Suffolk District Councils (BMSDC) have a duty of care to ensure the office and the space used by Members of the Public, Councillors and Staff are COVID-19 Secure and safe. But each person is responsible for their own health and safety and that of those around them.

The BMSDC space within Endeavour House has been assessed and the level of occupancy which is compatible with COVID-19 Secure guidelines reached, having regard to the requirements for social distancing and your health and safety. As a result, you will find the number of available seats available in the Council Chamber and meeting rooms much lower than previously.

You must only use seats marked for use and follow signs and instructions which are on display.

The following specific guidance must be adhered to:

Arrival at Endeavour House (EH) and movement through the building

- On arrival use the main entrance.
- If there are other people inside signing in, wait outside until the space is free.
- Whilst in EH you are now required to wear your face covering (unless you have an exemption) when inside in all parts of the building (including the access routes, communal areas, cloakroom facilities, etc.).
- Use the sanitizer inside the entrance and then sign in.
- Please take care when moving through the building to observe social distancing – remaining a minimum of 2m apart from your colleagues.
- The floor is marked with 2m social distancing stickers and direction arrows. Please follow these to reduce the risk of contact in the walkways.
- Do not stop and have conversations in the walkways.
- There are restrictions in place to limit the occupancy of toilets and lifts to just one person at a time.
- Keep personal possessions and clothing away from other people.

- Do not share equipment including pens, staplers, etc.
- A seat is to be used by only one person per day.
- On arrival at the desk/seat you are going to work at you must use the wipes provided to sanitize the desk, the IT equipment, the arms of the chair before you use them.
- When you finish work repeat this wipe down before you leave.

Cleaning

- The Council Chamber and meeting rooms at Endeavour House has been deep cleaned.
- General office areas including kitchen and toilets will be cleaned daily.

Fire safety and building evacuation

- If the fire alarm sounds, exit the building in the usual way following instructions from the duty Fire Warden who will be the person wearing the appropriate fluorescent jacket
- Two metre distancing should be observed as much as possible but may always not be practical. Assemble and wait at muster points respecting social distancing while you do so.

First Aid

- Reception is currently closed. If you require first aid assistance call 01473 264444

Health and Hygiene

- Wash your hands regularly for at least 20 seconds especially after entering doors, using handrails, hot water dispensers, etc.
- If you cough or sneeze use tissues to catch coughs and sneezes and dispose of safely in the bins outside the floor plate. If you develop a more persistent cough please go home and do not remain in the building.

- If you start to display symptoms you believe may be Covid 19 you must advise your manager, clear up your belongings, go home and follow normal rules of isolation and testing.
- Whilst in EH you are required to wear your face covering when inside (unless you have an exemption) in all parts of the building (including the access routes, communal areas, cloakroom facilities, etc.). Re-useable face coverings are available from the H&S Team if you require one.
- First Aiders – PPE has been added to first aid kits and should be used when administering any first aid.
- NHS COVID-19 App. You are encouraged to use the NHS C-19 App.
To log your location and to monitor your potential contacts should track and trace be necessary.

Introduction to Public Meetings

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

Domestic Arrangements:

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

Evacuating the building in an emergency: Information for Visitors:

If you hear the alarm:

1. Leave the building immediately via a Fire Exit and make your way to the Assembly Point (Ipswich Town Football Ground).
2. Follow the signs directing you to the Fire Exits at each end of the floor.
3. Do not enter the Atrium (Ground Floor area and walkways). If you are in the Atrium at the time of the Alarm, follow the signs to the nearest Fire Exit.
4. Use the stairs, not the lifts.
5. Do not re-enter the building until told it is safe to do so.

Agenda Item 3

BABERGH AND MID SUFFOLK DISTRICT COUNCILS

Minutes of the meeting of the **JOINT OVERVIEW AND SCRUTINY COMMITTEE** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 28 June 2021

PRESENT:

Councillors:	Simon Barrett	Terence Carter
	James Caston	Siân Dawson
	Paul Ekpenyong	Jane Gould
	Margaret Maybury BA (Hons) Ch Th	Mary McLaren (Co-Chair)
	David Muller BA (Open) MCMI RAFA (Councillor)	Keith Scarff
	Keith Welham (Co-Chair)	

In attendance:

Councillor(s):	Councillor David Busby – Chair of BDC (Suffolk Holdings) Ltd. And BDC Cabinet Member for Assets and Investments Councillor Elisabeth Malvisi - Director of CIFCO CAPITAL LTD. Councillor Gerard Brewster – Chair of MSDC (Suffolk Holding) Ltd. Councillor Peter Gould – MSDC Cabinet Member for Assets and Investments Councillor Rick Meyer – Director of CIFCO CAPITAL LTD.
Witness(es):	Sir Christopher Haworth - Chair of the Board of Directors for CIFCO CAPITAL LTD. Neville Pritchard – Director, Capital Markets JLL (Jones Lang LaSalle) Henry Coke – Director, CIFCO CAPITAL LTD. Zoe McLaughlin – Ensors Accountants (CIFCO Auditors) Helen Rumsey – Ensors Accountants Tawanda Mutenga – Commercial Business Partner – Corporate Resources
Officers:	Assistant Director – Assets and Investment (EA) Assistant Director – Environment and Commercial Partnerships (CC) Assistant Director – Corporate Resources and Section 151 Officer (KS) Assistant Director – Law and Governance and Monitoring Officer (EY) Commercial Business Partner – Corporate Resources (TW) Corporate Manager – Public Realm (WB) Service Improvement Advisor – Environment and Commercial Partnerships (SB) Senior Governance Officer (HH)

Apologies:

Kathryn Grandon

64 DECLARATION OF INTERESTS

There were no declarations made by Councillors.

65 JOS/21/1 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 24 MAY 2021

65.1 Councillor Ekpenyong referred to paragraph 60.11 and asked that a 't' was added to the word '*though*'.

It was Resolved:

That with the following amendment the minutes of the meeting held on the 24 May 2021 be approved and signed as a true record:

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

None received.

67 QUESTIONS BY THE PUBLIC

67.1 The Chair, Councillor Welham referred to the tabled papers and informed Members that two questions had been received and that the question received from Mr Young would be deferred to item 8.

67.2 The Chair then read out Mr Morelli's question and informed Members that he intended to respond to it under items 13 and 14, the Babergh and Mid Suffolk workplans, to which they related.

68 QUESTIONS BY COUNCILLORS

None received.

69 EXECUTIVE SUMMARY - CAPITAL INVESTMENT FUND COMPANY (CIFCO CAPITAL LTD.) BUSINESS TRADING AND PERFORMANCE REPORT 2020/21

69.1 The Assistant Director – Assets and Investments explained the Executive Summary had been provided to assist Members with the report.

70 JOS/21/2 CAPITAL INVESTMENT FUND COMPANY (CIFCO CAPITAL LTD.) BUSINESS TRADING AND PERFORMANCE REPORT 2020/21

70.1 The Chair, Councillor Welham outlined the purpose of the scrutiny process to Members and invited the Mid Suffolk Cabinet Member for Assets and Investments to introduce the report.

70.2 Councillor Peter Gould detailed the main points and developments for CIFCO included in the report and informed Members that CIFCO's website has been updated to provide more detail about the company.

70.3 The witnesses then introduced themselves to the Committee:

- Sir Christopher Haworth - Chair of the Board of Directors for CIFCO CAPITAL LTD.
- Neville Pritchard – Director, Capital Markets JLL (Jones Lang LaSalle)
- Henry Cooke – Director, CIFCO CAPITAL LTD.
- Zoe McLaughlin – Ensors Accountants (CIFCO Auditors)

70.4 Emily Atack, Chris Haworth and Neville Pritchard then presented a summary of the Business Plan to Members including the purpose of the business plan, key investments criteria 2020/21, acquisitions and portfolio summary, key performance indicators (KPIs) and the business debt repayment plan, CIFCO Capital and Income 2017 – March 2021 and the income to the Councils.

70.5 The chair of the Board of Directors, Chris Haworth concluded that the portfolio was well balanced, however the board was always looking to improve the value of the assets. Despite a capital (book) loss of £12.5m, Councils had to date received a net income of £5.5m.

70.6 The Chair then read the question received from Mr Young, a member of the public:

Why was it necessary for CIFCO Capital Ltd. to allocate 983269 new shares on 20.01.2021 to each shareholder (BDC & MSDC) and when and where were BDC Councillors informed, and subsequently agreed to such action?".

70.7 The Assistant Director – Assets and Investments responded that shares were allocated to the shareholders on the acquisition of new assets by CIFCO to represent the equity element invested by the shareholders. Due to the process involved these were often grouped together and issued as a single allocation of shares – the allocation referred to above was in respect of 4 property acquisitions by CIFCO and represents 10% of the costs of acquiring the properties, which was the agreed equity investment by the shareholders. This process for issuing shares had been in place since CIFCO was originally set up and ensured that the shareholders equity is appropriately recorded and protected.

70.8 The Chair then read the supplementary question from Mr Young:

Why has a resolution dated 27 Sept 2019, giving authority for the CIFCO CAPITAL Ltd. Directors to allot shares, and signed on behalf of BDC (SUFFOLK HOLDINGS) Ltd., only just been registered some 20 months late?

70.9 The Assistant Director – Assets and Investments responded that CIFCO's lawyers noted that this resolution was not showing on the Companies House website when undertaking some company housekeeping. A copy of the

resolution was sent to Companies House at the time; however, it was not uncommon for documents to go missing or be filed erroneously by Companies House. It was decided therefore to refile the resolution for completeness.

- 70.10 Councillor Dawson enquired after the value of the shares and the Assistant Director – Assets and Investment responded they represented 10% of the value of the assets and that each held a value of £1.
- 70.11 Councillor Caston referred to the opportunistic investments in the report and if there was a way to look further afield to achieve balance for opportunistic investments.
- 70.12 Sir Christopher responded that currently there was no plans to sell any assets in the short term but in the future any possible opportunities would be considered.
- 70.13 Councillor Welham queried the investment guidelines in relation to investments in the north of the country and the Assistant Director for Assets and Investments responded that the guidelines were to invest across the county. However, the focus had been on investing in the south, as this part of the country provided better opportunity to acquire suitable assets meeting the criteria.
- 70.14 In response to Councillor Scarff's question to the late payment interests on page 30, and at what level of interest was this calculated, the Assistant Director for Assets and Investments clarified that deferred payment would be charged at 2% above the agreed interest rate for the main loan.
- 70.15 Councillor Barrett commented that the CIFCO fund 5.6% return though the whole point of CIFCO was to generate a net income to the Council. He asked if the net income return of 3.67% to the Council acceptable as he felt it was very poor return for the amount invested by the Council.
- 70.16 Assistant Director – Corporate resources and Section 151 Officer explained that the 3.67% was slightly better than the anticipated rate, when CIFCO was set up as then the anticipated rate had been 2%.
- 70.17 In a response to a further question from Councillor Barrett, the Assistant Director – Corporate Resources responded the Councils were no longer able to access the Public Work Loans Board (PLWB) for debt for yield investment.
- 70.18 Councillor Barrett asked if it would not be prudent to reduce the management costs and make CIFCO a holding company rather than an acquisition type company.
- 70.19 The Assistant Director for Assets and Investments explained that the cost related mostly to the consultants employed to manage the portfolio to ensure that CIFCO received the best advice and that the board had reviewed how

the portfolio should be managed. It was important to manage the portfolio well to maintain value and maximise opportunities. This was particularly true during the pandemic when it was important to manage a good relationship with tenants to maximise rent collection and support businesses long term prospects.

- 70.20 Councillor Maybury referred to the re-letting of properties and how she understood void period of six months were likely before a property could be re-let. She also queried the time it took to refurbish a property. The Assistant Director of Assets and Investments outlined the rental arrangements with tenants and explained how refurbishment could increase the rental charges and gain high quality of tenants for the properties.
- 70.21 In response to further questions from Councillor Maybury the Assistant Director continued that tenant engagement formed part of the contract with the management agent at no additional costs, and that there was an allowance in the budget for additional costs such as costs for transactions such as rent reviews and re-lettings to be undertaken.
- 70.22 Councillor McLaren asked the Section 151 Officer whether in her professional opinion, she thought that the KPI measures were appropriate.
- 70.23 The Section 151 officer responded that her professional opinion did not extend to property, hence the professional advice received, however she was comfortable in relation to the Councils' finance.
- 70.24 Councillor McLaren asked when CIFCO would be allowed to pursue debts in relation to the Government's regulations for the recovery of rental debt.
- 70.25 The Assistant Director for Assets and Investments explained that the current pandemic Government regulations suspended usual rent recovery actions until June 2022. However, in the meantime the Government would be introducing arbitration to support agreements regarding rental arrears being made between landlords and tenants.
- 70.26 Councillor Ekpenyong referred to the weighted average unexpired lease term (WAULT) of approximately eight years and six months, page 19 in relation to the assets liquidity outlined in the Strategic Priorities on page 22 and asked how these two objectives sat together.
- 70.27 The Assistant Director for Assets and Investments responded that this was the average length of the lease term for the portfolio and that leases were renegotiated to ensure rental growth she then outlined the liquidity for assets and explained that liquidity relates to whether assets could be easily sold. Investors would consider lease length when acquiring assets and different lease lengths are attractive to different investors.
- 70.28 Chris Haworth continued those reviews of leases and lease renewals added value to the portfolio and enabled an increased to the rental income over

time. Currently the portfolio performed well in this respect.

- 70.29 Mr Pritchard added that leases were usually for 10 years, often with a break clause at 5 years but depended upon the markets for different properties. Leases expired could be advantageous, as it was possible to apply rent at market value to properties when leases were up for either re-negotiations or for new tenants.
- 70.30 Councillor Gould referred to sustainability and initiatives and asked if there were other targets for sustainability than the EPC.
- 70.31 The Assistant Director for Assets and Investments explained that whilst the Board of CIFCO was keen to have targets for sustainability, only ECP data was currently available to measure against, but other sustainable targets would be considered in the future as further benchmarks are developed by the industry.
- 70.32 Chris Haworth explained that it was difficult to set targets for sustainability, as each property and tenant were different. However, investing in some properties might be considered by the Board in the future. In a response to a further question from Councillor Gould, The Assistant Director for Asset and Investments confirmed that JLL had a sustainability department, which CIFCO collaborated with. CIFCO shared the sustainability challenge with tenants, but that she thought the CIFCO was at the forefront of this changing model.
- 70.33 Councillor Welham asked for clarification of the management fee.
- 70.34 The Assistant Director responded that company management costs equated to circa 17.5% of the annual income and this covered all of the running costs of CIFCO.
- 70.35 In response to a further question from Councillor Welham regarding the shortfall of repayments, the Assistant Director responded that the repayments would be posed at the end of three years and would either be repaid or added to the debt if this was not possible.
- 70.36 Members debated the issues and Councillor Caston felt that CIFCO was in a better place than he had thought based on the information he had received at this meeting.
- 70.37 Members considered the recommendation to make to Council and there was a general agreement that the Committee thought the Business Plan was robust and that Members had scrutinised the four bullets point detailed in the Executive Summary.
- 70.38 Councillor Barrett proposed that the Committee had considered the four bullets point in the Executive summary and that the Committee was satisfied that the Business Plan was robust for 2021/22.

70.39 Councillor Ekpenyong seconded the recommendations.

By 10 votes for, 1 abstention

It was resolved: -

That the Joint Overview and Scrutiny Committee had considered the four bullets points in paragraph 1.2 of the Executive Summary and that the Committee was satisfied that the CIFCO Capital Ltd Business Plan and Investment Plan was robust for 2021/22.

71 JOS/21/3 SCRUTINY AND REVIEW OF THE JOINT PARKING STRATEGY PROCESS AND TIMELINE

71.1 The Assistant Director – Environment and Commercial Partnerships introduce paper JOS/21/3 and informed Members that the timeline had changed, as an external consultant for parking surveys had been engaged. The pre-consultation period would now be concluded in the summer 2022 rather than December 2022.

71.2 Councillor Welham enquired whether the timeline for Cabinet and Council could be altered due to the governance process. The Assistant Director responded that the resources were in place to accommodate this new timeline.

71.3 Councillor Muller pointed to the issues around parking on pavements and future government legislation.

71.4 Councillor Ekpenyong was concerned how this exercise would address the issues for parking on pavements, as this was for Suffolk Highways Authority. He stated that there was an increasing demand for residential parking permits. He also thought that the final drafting and cabinet decision timeline of six months was a long time.

71.5 In response to Councillor Maybury's questions the Assistant Director for Environment and Commercial Partnerships clarified that the Joint Area Parking Plan was the background of the report and that the Joint Area Parking Management Plan was the strategy. She also explained that on-street parking was outside the Councils' responsibilities. She hoped that the consultation would provide feedback from residents.

71.6 Councillor Welham queried how the strategy would be planned.

71.7 The Assistant Director – Environment and Commercial Partnerships responded that the strategy would be short, and that data would be available for residents and specific details would be provided for each place. She thought that a review of specifically towns in the districts was due by SCC and would like to see this conducted during this review.

71.8 The Chair then read out questions receive from Councillor Grandon:

“I did not see community groups specifically mentioned in the paper – and I need to ensure that there is specific provision made for such groups when the new parking regime enters in to force. A lot of community groups in Hadleigh use the car parks to attend their community meetings, for example, groups associated with dementia and their careers. Some of these meetings last almost all day and take place currently (pre-covid) at the Hadleigh Leisure Centre and Ansell Centre. Currently, one of these groups already has an arrangement with Babergh that they can display special tickets in their window to extend free parking beyond three hours without incurring a fine and I have lodged a request with another group to do the same. Such groups need to be specifically catered for in the future and needs to be considered in the paper.

Second, it was agreed that charging would only be introduced 1st October at the earliest. What are going to be the ‘trigger points’ for the start date and will there be an economic and other test?

71.9 The Assistant Director – Environment and Commercial Partnerships welcomed the work and assured Members that the Councils were liaising with community groups to ensure that this kind of work was ongoing in the community. Cabinet would make the decision on the short-term Parking charges in Babergh introduced in Babergh and it would be no sooner than October.

71.10 Councillor Dawson queried the outsourcing of the parking survey and why the Councils did not have the expertise for this.

71.11 The Assistant Director – Environment and Commercial partnerships explained that only West Suffolk Council (WSC) had officers with the expertise to undertake a parking survey and that this cost incurred for using consultants outweighed the cost for engaging WSC. The outsource costs would be approximately £35K, however the quality of the survey would be better.

71.12 Councillor Barrett recommended that the completion date for the Joint Parking Strategy to be June 2022.

71.13 Councillor Maybury referred to electrical charging points in paragraph 11.2, and was concerned that there was not enough power supply in the villages. She asked that a list of consultees was included in the policy.

71.14 Councillors Muller, Scarff, Carter and McLaren each provided further requests to be included in the Strategy:

- Parking permits schemes in urban areas and the implications of the residents parking scheme.
- Parking for vehicles for the disabled.
- Park and ride facilities
- Carparking for centres where satellite care was taking place
- Hospital and health and social care centre car parks

71.15 Councillor McLaren felt the low risk attached to influencing motorist's behaviour in relation to parking was unrealistic given the public's response during the pandemic around tourist areas especially Shotley Peninsula and after Alton Water's increased oof parking charges.

71.16 Councillor Gould disagreed and felt that motorist behaviour could be influenced and changed.

71.17 Members debated the issues including emergency services, pavement parking, on- street parking in town centres, carpooling, park and ride/walking/cycling, management of climate change, car park maintenance and the urgent need for resident car parking permit.

71.18 The Chair read out possible wording for the recommendations, which was proposed by Councillor Ekpenyong and seconded by Councillor Muller.

NOTE: Councillor Simon Barrett and Councillor Sian Dawson left the meeting at 1:13 pm

71.19 Councillor Scarff proposed an additional recommendation, that the Joint Overview and Scrutiny Committee recognised that there was an urgent need for a resolution to resident parking permit scheme's issues within both Districts and in doing so recognised that both Districts would have to consider potential financial commitments to such a scheme and that work on this subject must be carried out within the Joint Parking Strategy.

71.20 Councillor Ekpenyong and Councillor Muller agreed the additional recommendation.

By 9 votes for

It was resolved:

1.1 That the Joint Overview and Scrutiny Committee noted the contents of report JOS/21/3.

1.2 That the Joint Overview and Scrutiny Committee noted that, by employing consultants to carry out some of the identified tasks, the timeline can be amended, and requested that the final report be presented to Cabinet in June 2022.

1.3 That the Joint Overview and Scrutiny Committee recommended that the following should be added to the list of stakeholders in paragraph 4.6:

- **Voluntary groups**
- **Emergency services**
- **Electricity supply companies and EV charging providers.**

And that the following topics should be considered:

- Pavement parking
- Town centre on-street parking
- Impact of car park maintenance and management on climate change
- Park and ride, park and walk, park and cycle
- Hospital and health and social care centre car parks
- Car pooling
- Opportunities for using the strategy to encourage walking, cycling and public transport

1.4 That the Joint Overview and Scrutiny Committee recognised that there was an urgent need for a resolution to resident parking permit scheme's issues within both Districts and in doing so recognised that both Districts would have to consider potential financial commitments to such a scheme.

1.5 That work on this subject must be carried out within the Joint Parking Strategy.

72 INFORMATION BULLETIN

NOTE: Councillor Jane Gould left the meeting at 1:27pm

The meeting was declared inquorate at 1:28pm and therefore ended. The remaining business will be considered at the next ordinary meeting on the 19 July 2021.

73 TASK AND FINISH GROUP FOR SCOPING OF TRANSPORT IN THE DISTRICTS

74 FORTHCOMING DECISIONS LIST

75 JOS/21/4 BABERGH OVERVIEW AND SCRUTINY WORK PLAN

76 JOS/21/5 MID SUFFOLK OVERVIEW AND SCRUTINY WORK PLAN

77 RESOLUTION TO EXCLUDE THE PUBLIC (WHICH TERM INCLUDES THE PRESS)

78 JOS/21/2 CAPITAL INVESTMENT FUND COMPANY (CIFCO CAPITAL LTD.) BUSINESS PLAN

Note: Members' questions and debate did not necessitate that the meeting went into closed session.

The business of the meeting was concluded at 1.28 pm.

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Chair

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INFORMATION BULLETIN

Babergh and Mid Suffolk Joint Overview & Scrutiny Committee – 28th June 2021

Land Adoptions Policy

Access to high quality open spaces and opportunities for sport and recreation can make an important contribution to the health and wellbeing of communities.

The [Babergh and Mid Suffolk Open Space Assessment \(2019\)](#) identifies the following types of open space and defines standards for their provision.

- **Allotments** – Places where people grow their own produce and plants. (These are normally controlled via an Allotment Association or similar)
- **Amenity Green Space** – Normally open areas of grass greater in size than 0.15 hectares, fully accessible to the general for informal recreation and activity, but not formally laid out for sport or managed
- **Natural Green Space** - Normally publicly accessible areas such as meadows, woodlands and copses with natural characteristics and wildlife value
- **Parks and Recreation Grounds** – normally bringing together parks and gardens and outdoor sports facilities with multi-functional uses for both formal and informal recreation purposes i.e. Belle Vue Park in Sudbury
- **Play Space (Children and Youth)** – areas suitable for play for children (up to 12 years), youth (13 years plus). Normally with fixed play equipment to suit the age ranges i.e. Swings, slides, climbing frames, skateparks, Multi-use Games areas (MUGAs)

In addition, areas such as school sites, church yards and cemeteries, amenity green spaces (less than 0.15 hectares) and sports club spaces have been identified but no standards set as they are not generally fully accessible to the public i.e. They have an element of control on their use and/or have no recreational value.

There are no legal requirements for Councils to adopt open space arising as part of new development and there is a developing industry presumption towards alternative management arrangements for such areas. Many developers are already implementing options such as employing local land management companies. These alternative options are proving more viable for the developer than paying the substantial commuted sums required by local authorities to adopt and manage the areas. However, they are unpopular with residents, particularly where such arrangements are not communicated as part of the purchase process.

From a public realm perspective there are significant opportunities associated with Council management of publicly accessible open space. For example, a management companies' short mown grassland under Council management can become parkland which still provides open green space, but also provides space for trees, wildflowers and habitat creation.

Process to agree nature of provision and future management.

At the initial stages of the planning process the Council will consider developer proposals for open space within the context of the overall development, including whether they adequately meet the local standards (taking into account surpluses or deficits in existing provision) as included within Local Plan policies at a Parish level.

The National Planning Policy Framework (NPPF) requires local planning authorities to set out policies to guide and facilitate these aspirations being achieved. The adoption policy needs to define Babergh and Mid Suffolk District Councils principles throughout this process and should clearly outline:

- The criteria by which the Councils decide to adopt, manage and maintain any new open space.
- The procedure for calculating appropriate commuted sums and duration of maintenance agreement.

- Where the Councils decide not to adopt, the hierarchy of offering the open space to other groups for management and the associated commuted sum and maintenance contribution.
- A process for temporary adoption by the Council for a set period which provides time for a local Town, Parish Council, or community group to become suitably able to adopt the land and management responsibility.

Next Steps:

28 th June	Debate the topic at Joint Overview and Scrutiny Committee O&S Committee identify individual members to form Task and Finish Group
July to September	Task and finish group of members, supported by officers formulate draft Land Adoptions Policy
14 th October MSDC 18 th October BDC	Draft policy returned to Overview and Scrutiny for recommendations
6 th December	Draft policy presented to Cabinets for formal agreements
January - May 2022	Assets and Public Realm Officers work with Planning team to create Supplementary Planning Document from Adoptions Policy to support delivery of new Joint Local Plan.

Sara Cameron – Corporate Manager, Strategic Property, Assets and Investments

Will Burchnell – Corporate Manager, Public Realm

INFORMATION BULLETIN

Babergh and Mid Suffolk Joint Overview & Scrutiny Committee – 28th June 2021

Insourcing Babergh Public Realm project



Public Realm is one of only two services that remains to be integrated under the “Working Together” arrangements. At present, Mid Suffolk District Council uses an in-house team to deliver the services, whilst Babergh District Council has an outsourced contract with IdVerde.

In May 2020, the Councils commissioned East of England LGA (EELGA) to prepare an Options Review which considered the following four models:

1. Continue to deliver the services ‘as is’.
2. Bring the services together in a single in-house operation.
3. Outsource both services.
4. Establish a trading company (wholly owned LATCo) to deliver both services.

Following a Scrutiny session by this Committee, a Cabinet decision in September 2020 resolved that the Public Realm services be brought together in a single in-house operation. It was also resolved that the LATCO be retained as an option for future consideration.

Following the Cabinet decision, a cross-functional team of officers was set up to manage development and delivery of this project. This bulletin summarises the work of this group to date, sets out the current position and the programme of activity for the remainder of 2021.

Key Risks:

Staff:

Staff numbers coming across through the TUPE process will only be accurately known one month before the IdVerde contract ends (31st October 2021) as per TUPE rules. We have a rapid recruitment process in place to fill any staffing gaps, as well as utilising the Government’s Kickstart scheme to support any gaps. Permanent recruitment will take a minimum of 6-8 weeks to get new staff in post.

Data:

Digitising public realm data and transitioning to real time digital job management system similar to that used by the Waste team is a large strand of the integration work. There is a significant volume of data that needs to be collated. To support this we will buy in additional support from a data cleansing team to assist with collating data and presenting it in a format that can be easily accepted by the new software solution.

Procurement:

Combined impacts of Brexit, Covid-19 and global semi-conductor supply mean Ford cannot supply the vans and 4x4's we require for November. We have therefore moved our fleet procurement to Vauxhall vehicles which are similar specification and cost to Ford. Vauxhall do not have the same supply chain issues and can supply the numbers of vehicles required within our timescale.

Finance:

Capital budget:

BDC allocated £715,000 for vehicle and plant procurement.

Current spend is £453,599 and includes new road sweeper, tractor and Vauxhall vans for grounds and streets teams.

Additional expenditure planned 1x 4x4 vehicle, mowers, brush cutters and hand tools.

Transition budget:

£98,100 allocated from the Transformation Fund (BDC) and Growth & Efficiency Fund (MSDC) to cover costs of depot reconfiguration at Calais street, ICT, Initial PPE and uniform, H&S training. Costs provisionally shared equally between the two councils.

Operational Budget:

2021/22 budget remains at same level as previous year. Currently there is a small projected underspend, however until staff costs are finalised, we cannot say what this might be.

Public Realm organisational review:

The Public Realm Services business case prepared by Mark Emms in July 2020 as part of the options appraisal work identified the need for a review of the public realm service. In 2020, this review was already required and insourcing the services acts as a further catalyst for management reorganisation due to the fundamental change in service delivery model from being outsourced to insourced. The proposed review was scheduled for after the insourcing had taken place, but the timescale for this review has been brought forward. This has three major benefits:

- The structural changes to the public realm team can be implemented and staff settled into their roles before the Babergh team join.
- The BMSDC staff structure can be included in conversations with IdVerde staff and they will understand where they fit in the structure before joining.
- It removes the uncertainty amongst staff of further reviews on the horizon after the public realm teams are combined.

The proposed structure is detailed below, the main changes to the team are:

Public realm officers:

Reshaping the public realm officer team to create a resilient structure where each officer can carry out day to day public realm activities, but within those roles adding a specialist area of focus and expertise. The number of FTE will remain the same.

Arboriculture officers:

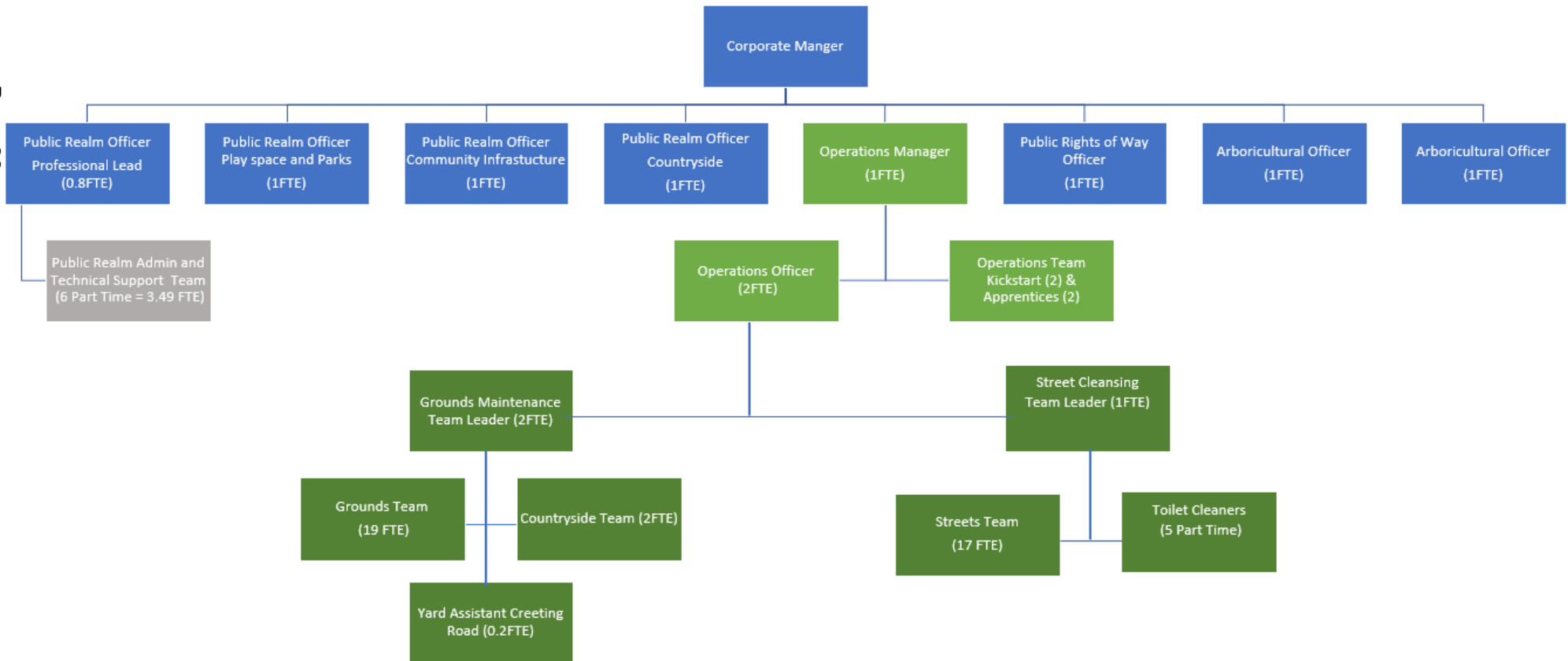
Changing the Assistant Arboriculture Officer role to full Arboriculture Officer and standardising job description across both officers. This creates parity within the team, provides flexibility to support Planning Team with tree consultation when there are high volumes of requests and operational resilience to cope with illness and annual leave. The remaining work left over from the change in post is idea for external contractors, or can be easily shared across the Public Realm Team.

Operations Team:

Creation of an Operations Manager role to oversee grounds maintenance and street cleansing across Babergh and Mid Suffolk. This role is key to bringing both operational teams together culturally to work as one group across both districts and ensuring that the quality of service continues to improve. The postholder will manage two Operation Officers, one based at Creting Road Depot, Stowmarket and one at Calais Street in Hadleigh. They will also manage staff joining the team on temporary contracts through the Kickstart programme and the operations team apprentices.

Proposed Public Realm team structure from 1st November 2021:

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Readiness:

The following table shows the various BMSDC teams involved in the insourcing project.

Resources and Expertise Required	In place (Yes / No)	Detail
Project Team	Yes	<ul style="list-style-type: none"> Project team in place and meeting regularly.
HR	Yes	<ul style="list-style-type: none"> BMSDC and IdVerde HR teams working well together. TUPE process defined. BMSDC HR and Public Realm Corporate Manager meeting with all IdVerde staff July Planning for new starter welcome, introduction to BMSDC and programme of training and induction to begin July.
Finance	Yes	<ul style="list-style-type: none"> Budget agreed for 2021/22 - no change from 2020/21. Transitional funding of £98,100 agreed from Transformation Fund (BDC) and Growth & Efficiency Fund (MSDC), provisionally shared equally between the two Councils.
Procurement	Yes	<ul style="list-style-type: none"> Sweeper procurement completed, delivery July. Tractor and Mower procurement completed. Vehicle procurement underway, orders placed. Hand tools, small plant and equipment currently out to tender.
IT	Yes	<ul style="list-style-type: none"> IT team aware of project work and requirements. Phone order for new starters to be placed in September Data collection work package for Public Realm in-cab solution from Whitespace to be begin in July.
Risk Management	Yes	<ul style="list-style-type: none"> Risk register in place since start of project. Reviewed monthly and updated as new risks arise or risk analysis changes.
Health and Safety	Yes	<ul style="list-style-type: none"> H&S Team aware of the project and working with HR Team. Meetings scheduled for end May to plan PeopleSafe Devices, Health screening, BMSDC H&S Training. Health and safety screening and training activities will be programmed into Phase 2 of the insourcing project as part of induction and integration for all new starters

Schedule

Date	Item	Completed
September 2020	<ul style="list-style-type: none"> Babergh Cabinet resolves to bring public realm service in house 	Yes
October 2020	<ul style="list-style-type: none"> Will Burchnall appointed Corporate Manager, Public Realm 	Yes
November 2020	<ul style="list-style-type: none"> Project team set up to manage bringing public realm service in house 	Yes
March 2021	<ul style="list-style-type: none"> Vehicle procurement – New sweeper 	Yes
April 2021	<ul style="list-style-type: none"> Vehicle Procurement – Tractor, Light Vans and tippers, 4-wheel drive vehicles 	Yes
	<ul style="list-style-type: none"> Equipment procurement – Mowers, Battery operated hedge cutters and brush cutters, hand tools. 	Yes
July 2021	<ul style="list-style-type: none"> Informal introductions at IdVerde team meeting – Will Burchnall and Caroline Perkins (Babergh Mid Suffolk HR Team) 	
August 2021	<ul style="list-style-type: none"> 1:1 conversations with IdVerde team, Will and Caroline 14 day Consultation with Mid Suffolk Public Realm Team on new structure 	
September 2021	<ul style="list-style-type: none"> Work with IdVerde around transfer of staff into Babergh District Council. 	
October 2021	<ul style="list-style-type: none"> Confirmation from IdVerde which staff will transfer into Babergh District Council. PPE, mobile phones, workwear ordered 	
November 2021	<ul style="list-style-type: none"> 1st November - Babergh Mid Suffolk joint public realm service starts. Welcome Team meetings, health and safety training 	
December 2021	<ul style="list-style-type: none"> Babergh Mid Suffolk District Council induction for all new staff 	
January to July 2022	<ul style="list-style-type: none"> Phase 2 of insourcing project with focus on integration of staff across teams, further induction, occupational health and wellbeing activities, team working and team building exercises. 	

Opportunities:

Recent Mid Suffolk grounds maintenance operative recruitment has been very successful with a good response to job adverts and high-quality candidates. We will also be employing two groups of two people as ground maintenance operatives through the Kickstart programme with the first group starting work in July. The training and learning these individuals will receive from our public realm maintenance teams may also yield some good candidates for future roles within the team.

Will Burchnall, Corporate Manager – Public Realm

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Agenda Item 10

BABERGH OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2021/22:

TOPIC	PURPOSE	LEAD OFFICER	CABINET MEMBER	PREVIOUSLY PRESENTED TO COMMITTEE
23 AUGUST 2021 - Chair: Cllr McLaren JOINT				
Customer Service Update	An Information Bulletin brought to Committee as a result of the presentation update on 20 July 2020, to include a general update but focusing on Face-to-Face customer services performance.	Assistant Director – Customer, Digital Transformations and Information Corporate Manager Customer Operations	Cabinet Member for Customer, Digital Transformations and Information	
Scoping of Cabinet item	To work through the scoping process for way the Cabinet is working and whether this works for the Council in relation to communication and sharing of information to members	Assistant Director – Law and Governance		
20 SEPTEMBER 2021 - Chair: Cllr Welham				
Annual Review of Joint Homes and Housing Strategy and Homelessness and Rough Sleeping Reduction Strategy		Assistant Director - Housing	Cabinet Member for Housing	
18 OCTOBER 2021				
The Cabinets	To scrutinise the way the Cabinet is working and whether this works for the Council in relation to communication and sharing of information to members	Assistant Director – Law and Governance		
22 NOVEMBER 2021				

Annual Review of Local Citizens Advice	To review the Funding Arrangements for LCA in the two Districts.	Assistant Director – Planning for Growth	Cabinet Member for Communities	
20 DECEMBER 2021				
17 JANUARY 2022				
Draft General Fund (GF) 2022/23 and Four-year Outlook	Scrutiny of the GF Budget for 2022/2023	Assistant Director – Corporate Resources Corporate Manager – Finance	The Leaders Cabinet Members for Finance	BDC 18 January 2021
Draft Housing Revenue Account (HRA) and Four - year Outlook	Scrutiny of the HRA Budget and Business Plan	Assistant Director – Corporate Resources Corporate Manager – Finance	The Leaders Cabinet Members for Finance	BDC 18 January 2021
21 FEBRUARY 2022				
Representatives on Outside Bodies	A review of the Representatives on Outside Bodies and an update on the work undertaken	Corporate Manager – Governance and Civic Office Senior Governance Officer		A review of the Representatives on Outside Bodies and an update on the work undertaken
21 MARCH 2022				
Crime and Disorder Panel meeting	The Committee conduct a scrutiny review of the SWSCP to fulfil the Councils Statutory requirements	Assistant Director – Sustainable Communities Community Safety Professional Lead - Communities	BDC Cabinet Member for Communities MSDC Cabinet Member for Communities	22 March 2021
25 APRIL 2022				
23 MAY 2022				
Review of the Overview and Scrutiny Committee 2020/21	Review of the work conducted throughout 2020/21 – Lessons learnt, improvements and achievements	Corporate Manager – Democratic Services Senior Governance Support Officer		

Topics identified for review but not currently timetabled:

Updated 16 June 2021
Henriette Holloway
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www.midsuffolk.gov.uk and www.babergh.gov.uk

Underspend of Grants for bringing empty homes back into to use

A report to be brought to Committee for the effect of the underspending off grants for bringing empty homes back into use – **To be reviewed by the Chair in February/March 2021**

NOTE: Whilst in emergency response mode SLT deemed this was not a high priority.

Crime and Disorder Panel meeting

Required to take place at least once a year, provisionally agreed to take place in **March 2022**

Customer Service Update July 2021 – an Information Bulletin brought to Committee as a result of the presentation update on 20 July 2020, to include a general update but focusing on Face-to-Face customer services performance.

Improving Access to the Private Rented Sector - Chairs to discuss the timing for bringing this to Committee

Scrutiny of the delivery of services for Transport for both Town and rural areas.

Scrutiny of the Infrastructure Delivery Plan

The Census reports to be scrutinised in 2022

Other topics identified:

- Suggestion: Scrutiny of ABS projects and policies – Suggested at the meeting on the 22 March 2021

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Agenda Item 11

MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE WORK PLAN 2021/22:

TOPIC	PURPOSE	LEAD OFFICER	CABINET MEMBER	PREVIOUSLY PRESENTED TO COMMITTEE
23 AUGUST 2021 - Chair: Cllr McLaren JOINT				
Customer Service Update	An Information Bulletin brought to Committee as a result of the presentation update on 20 July 2020, to include a general update but focusing on Face-to-Face customer services performance.	Assistant Director – Customer, Digital Transformations and Information Corporate Manager Customer Operations	Cabinet Member for Customer, Digital Transformations and Information	
Scoping of Cabinet item	To work through the scoping process for way the Cabinet is working and whether this works for the Council in relation to communication and sharing of information to members	Assistant Director – Law and Governance		
20 SEPTEMBER 2021 - Chair: Cllr Welham JOINT				
Annual Review of Joint Homes and Housing Strategy and Homelessness and Rough Sleeping Reduction Strategy		Assistant Director - Housing	Cabinet Member for Housing	
14 OCTOBER 2021				
The Cabinets	To scrutinise the way the Cabinet is working and whether this works for the Council in relation to communication and sharing of information to members	Assistant Director – Law and Governance		

18 NOVEMBER 2021				
Annual Review of Local Citizens Advice	To review the Funding Arrangements for LCA in the two Districts.	Assistant Director – Planning for Growth	Cabinet Member for Communities	
16 DECEMBER 2021				
13 JANUARY 2022				
Draft General Fund (GF) 2022/23 and Four-year Outlook	Scrutiny of the GF Budget for 2022/2023	Assistant Director – Corporate Resources Corporate Manager – Finance	The Leaders Cabinet Members for Finance	BDC 14 January 2021
Draft Housing Revenue Account (HRA) and Four - year Outlook	Scrutiny of the HRA Budget and Business Plan	Assistant Director – Corporate Resources Corporate Manager – Finance	The Leaders Cabinet Members for Finance	BDC 14 January 2021
17 FEBRUARY 2022				
Representatives on Outside Bodies	A review of the Representatives on Outside Bodies and an update on the work undertaken	Corporate Manager – Governance and Civic Office Senior Governance Officer		
17 MARCH 2022				
Crime and Disorder Panel meeting	The Committee conduct a scrutiny review of the SWSCP to fulfil the Councils Statutory requirements	Assistant Director – Sustainable Communities Community Safety Professional Lead - Communities	BDC Cabinet Member for Communities MSDC Cabinet Member for Communities	22 March 2021
21 APRIL 2022				
19 MAY 2022				
Review of the Overview and Scrutiny Committee 2020/21	Review of the work conducted throughout 2020/21 – Lessons learnt, improvements and achievements	Corporate Manager – Democratic Services Senior Governance Support Officer		

Topics identified for review but not currently timetabled:

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Crime and Disorder Panel meeting

Required to take place at least once a year, provisionally agreed to take place in

Customer Service Update July 2021 – an Information Bulletin brought to Committee as a result of the presentation update on 20 July 2020 to include a general update but focusing on Face-to-Face customer services performance’.

Improving Access to the Private Rented Sector - Chairs to discuss the timing for bringing this to Committee

Scrutiny of the delivery of services for Transport for both Town and rural areas.

Scrutiny of the Infrastructure Delivery Plan

The Census reports to be scrutinised in 2022

Other topics identified:

- Suggestion: Scrutiny of ABS projects and policies – Suggested at the meeting on the 22 March 2021

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