



## **AGENDA**

# **ANNUAL COUNCIL MEETING**

**MONDAY, 22ND MAY 2023 – 5.30 PM**

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Members of the Council are summoned to the Annual meeting of the Mid Suffolk District Council at King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 22nd May, 2023 at 5.30 pm.

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

Arthur Charvonja  
Chief Executive

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	<b>MSDC COUNCIL</b>
<b>DATE:</b>	<b>MONDAY, 22 MAY 2023 5.30 PM</b>
<b>VENUE:</b>	<b>KING EDMUND CHAMBER, ENDEAVOUR HOUSE, 8 RUSSELL ROAD, IPSWICH IP1 2BX</b>

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The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and the press are not lawfully excluded.

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

Page(s)

**1 ELECTION OF CHAIRMAN OF THE COUNCIL**

To elect the Chairman of the Council for the Municipal Year 2023/24.

**2 ELECTION OF VICE-CHAIRMAN OF THE COUNCIL**

To elect the Vice-Chairman of the Council for the Municipal Year 2023/24.

**3 APOLOGIES FOR ABSENCE**

**4 DECLARATION OF INTERESTS BY COUNCILLORS**

**5 MC/23/1 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 20 MARCH 2023** 7 - 16

**6 MC/23/2 CHAIRMAN'S ANNOUNCEMENTS** 17 - 18

**7 ELECTION OF LEADER OF THE COUNCIL**

To elect the Leader of the Council for the current Term of Office.

**8 LEADER'S ANNOUNCEMENTS**

9           **DESIGNATION OF COMMITTEES AND JOINT COMMITTEES**

To appoint the following Committees and Joint Committees:

- Overview and Scrutiny Committee
- Planning Committee
- Licensing and Regulatory Committee
- Joint Audit and Standards Committee
- Joint Appointments Committee

10           **MC/23/3 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES**           19 - 22

Monitoring Officer

11           **ELECTION OF CHAIRS AND VICE-CHAIRS OF COMMITTEES**

In accordance with the Council's Constitution (Article 6 (6.2.1)) the Leader shall take up Chairmanship of the Cabinet.

To elect a Chair and Vice-Chair for the following Committees:

- Overview and Scrutiny Committee
- Planning Committee
- Licensing and Regulatory Committee

To elect a Co-Chair for the following Joint Committees:

- Joint Audit and Standards Committee
- Joint Appointments Committee

12           **MC/23/4 APPOINTMENTS TO OUTSIDE BODIES FOR 2023/24**           23 - 24

Leader of the Council

13           **MC/23/5 APPOINTMENT OF DIRECTORS TO THE BOARD OF MSDC (SUFFOLK HOLDINGS) LTD**           25 - 26

Leader of the Council

14 **APPOINTMENT OF COUNCILLORS TO THE SHARED REVENUES PARTNERSHIP JOINT COMMITTEE**

The Director of Law and Governance to report that, in accordance with the joint arrangements established with Babergh District Council and Ipswich Borough Council, Council is asked to appoint two Cabinet Members and two substitutes to serve on the Committee for the current municipal year.

The political balance rules do not apply to Mid Suffolk's appointees.

15 **APPOINTMENTS TO THE SUFFOLK JOINT STANDARDS BOARD**

The Director of Law and Governance to report that, in accordance with the joint arrangements established with Babergh District Council and Suffolk County Council, Council is asked to appoint three Councillors to serve on the Board for the current municipal year.

The political balance rules do not apply to Mid Suffolk's appointees who cannot be:

- The Chairman of the Council
- Members of the Cabinet

16 **APPOINTMENTS TO THE JOINT GYPSY AND TRAVELLER STEERING GROUP**

Council is asked to appoint four Councillors to the Joint Gypsy and Traveller Steering Group for the current municipal year.

17 **APPOINTMENTS TO COUNCIL WORKING GROUPS**

Council is asked to appoint Councillors to the following Working Groups:

- Community Governance Review Working Group
- Constitution Working Group
- Member Learning & Development Working Group
- Local Plan Working Group

**Date and Time of next meeting**

Please note that the next meeting is scheduled for Thursday, 22 June 2023 at 5.30 pm.

## Webcasting/ Live Streaming

The Webcast of the meeting will be available to view on the Councils YouTube page:

[https://www.youtube.com/channel/UCSWf\\_0D13zmegAf5Qv\\_aZSg](https://www.youtube.com/channel/UCSWf_0D13zmegAf5Qv_aZSg)

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

[Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk)

### **Introduction to Public Meetings**

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

### **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 5

## MID SUFFOLK DISTRICT COUNCIL

Minutes of the meeting of the **MID SUFFOLK COUNCIL** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Monday, 20 March 2023

### PRESENT:

Councillor: James Caston (Chairman)  
Paul Ekpenyong (Vice-Chair)

Councillors: Gerard Brewster  
Terence Carter  
Rachel Eburne  
Julie Flatman  
Dr Helen Geake  
Lavinia Hadingham  
Sarah Mansel  
Andrew Mellen  
Suzie Morley  
Mike Norris  
Timothy Passmore  
Harry Richardson  
Andrew Stringer  
Keith Welham

David Burn  
Austin Davies  
John Field  
Jessica Fleming  
Kathie Guthrie  
Matthew Hicks  
John Matthissen  
Richard Meyer  
Dave Muller  
Penny Otton  
Dr Daniel Pratt  
Keith Scarff  
Rowland Warboys  
John Whitehead

### In attendance:

Officers: Chief Executive (AC)  
Deputy Chief Executive (KN)  
Monitoring Officer (IA)  
Corporate Manager Governance & Civic Office (JR)  
Director Planning & Building Control (TB)  
Professional Lead - Key Sites and Infrastructure Development  
Manager (CT)  
Infrastructure Officer (JM)  
Chief Planning Officer (PI)  
Corporate Manager - Strategic Planning (RH)  
Head of HR and Organisational Development (SH)

### Apologies:

Peter Gould  
Barry Humphreys

## 110 DECLARATION OF INTERESTS BY COUNCILLORS

110.1 There were no declarations of interests by Councillors.

**111 MC/22/40 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 23 FEBRUARY 2023**

111.1 Councillor Mansel requested that the minutes be amended to reflect that the guillotine vote was a majority vote, not a unanimous vote.

**It was RESOLVED:-**

**That subject to the amendment above, the Minutes of the meeting held on 23 February 2023 be confirmed and signed as a true record.**

**112 MC/22/41 CHAIRMAN'S ANNOUNCEMENTS**

112.1 The Chair referred Councillors to paper MC/22/41 for noting.

112.2 The Chair thanked those who had attended the Chairman's dinner at the Officers Mess, Wattisham Flying Station on 4<sup>th</sup> March and confirmed that over £2,500 was raised for his chosen charity, the Stowmarket ASD Saturday Clubs.

112.3 The Chair went on to say that being Chairman for the past municipal year had been a wonderful experience and thanked Councillors for all their work and support. The Chair also thanked the Leader of the Council, Councillor Morley, and the group leaders, Councillor Mellen and Councillor Field.

**113 LEADER'S ANNOUNCEMENTS**

Councillor Morley, Leader of the Council made the following announcements:-

**New emergency services hub in Stowmarket**

I was delighted to attend the opening earlier this month of the new police and fire station off Needham Road, Stowmarket.

Suffolk's emergency services have recognised the excellent value for money and benefits that collaborative working provides for our residents and communities, and this is the latest example of that.

Mid Suffolk District Council agreed a £431,000 contribution to the project through the Community Infrastructure Levy, and this new station will provide excellent facilities for emergency workers.

The building also has a range of green credentials, including photovoltaic panels, an air source heat pump system, and 14 electric vehicle charging points.

Our council is proud to support this.

**New homes in Needham Market**

The transformation of the former Needham Market Middle School site has now been completed, and we have received the keys to 41 new affordable homes.

This development, delivered by Mid Suffolk District Council and supported by funding of £1.42million from Homes England through the Affordable Homes Programme, is a great investment in the town and a boost for the community.

It has provided more good quality housing in our district - a mix of two and three bedroom properties which will be used as affordable rent, social rent and shared ownership homes.



The provision of a range of housing options is vital for the sustainability of our communities.

The former Victorian school building has also been converted into a new library for the community.

### **Award winning council**

And finally, many congratulations to everyone involved in ensuring that Mid Suffolk is once again an iESE award-winning council, alongside Babergh district.

The awards are an annual opportunity to celebrate and share the most innovative practice in transforming local public services and this year we were in the running for two categories.

We won silver in the 'Green Public Services' award category for our tree canopy survey and tree planting initiative - a pioneering project which allows us to understand and measure our existing tree coverage and use it to support and improve biodiversity in our districts.

We also won bronze in the 'Asset Management and Regeneration' award category for Gateway 14 – which, as we know, is set to bring thousands of jobs to the area.

Well done to everyone involved in delivering these projects. As a council, we should be extremely proud of these achievements.

Thank you to all our District Councillors for the last 4 years – we have achieved a lot together and I thank you all for your energy and enthusiasm, not to mention your endurance. Thank you.

## **114 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

114.1 None received.

## **115 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

115.1 None received.

## **116 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES**

116.1 None received

## **117 MC/22/42 OVERVIEW AND SCRUTINY COMMITTEE REPORT**

117.1 The Chair invited Councillor Welham, Chair of Overview and Scrutiny Committee to introduce paper MC/22/42 which was for noting.

117.2 Councillor Welham advised Councillors that since the report was published, the Overview and Scrutiny Committee had met to consider an Information Bulletin reviewing the impact of bringing public realm in house.

117.3 Councillor Welham thanked the members of the Committee and officers for their work during the last year.

117.4 Councillor Passmore referred to the review of the Tourism Strategy and enquired whether the Committee had any concerns over the delivery of the strategy.

117.5 In response Councillor Welham advised that there were no objections to the strategy and that comments were made that a delivery plan was required, and there were suggestions made for additional areas to be included in the strategy.

117.6 With regard to Pre-Application Planning Advice, Councillor Eburne enquired whether there had been any discussions by the Committee relating to making the details of pre-application discussions public or advising Parish Councils which elements had been discussed.

117.7 Councillor Welham responded that although this was discussed by the Committee, it was not considered to be an essential part of the pre-application process.

117.8 Councillor Mellen commented on the low level of customer satisfaction regarding the pre-application advice received and asked whether the Committee had been able to identify the reasons for this.

117.8 Councillor Welham responded that the data collected regarding customer satisfaction fluctuated, with some aspects of the service performing differently at different times. A Key Performance Indicator had been set for general satisfaction levels.

**118 MC/22/43 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE FRAMEWORK - FIFTH REVIEW MARCH 2023**

118.1 The Chair invited Councillor Burn to introduce the paper MC/22/43.

118.2 Councillor Burn introduced the report, highlighted the key points and **PROPOSED** the recommendations within the report.

118.3 Councillor Mansel **SECONDED** the recommendations.

118.4 Councillor Eburne asked whether consideration had been given in relation to the inclusion of professional fees, and the reasons why these were not included.

118.5 Christine Thurlow, Professional Lead - Key Sites and Infrastructure advised that although professional fees are not included, work is undertaken with alternative funders to secure payments for these elements.

118.6 Councillor Fleming requested that traffic calming measures could be included within the next review of the expenditure framework.

118.7 The Professional Lead - Key Sites and Infrastructure responded that formal consultations took place as part of the planning application process and that the highways authority was included in these and considered road safety and cumulative impact. Members had reconsidered this matter within in the review and agreed with the previous decision, subject to the inclusion of highway traffic calming measures as part of a Local Cycling and Walk Infrastructure Plan (LCWIP) case.

118.8 Councillor Burn commented that traffic calming was an important issue to many communities.

118.9 Councillor Eburne commented that there was a need to ensure that the CIL funds were spent within communities in a timely manner, particularly those where development had taken place.

118.10 Members debated the issues within the report including the benefits of traffic calming measures, the complexity of the process for obtaining funding, the need to ensure that CIL funds were spent within communities in a timely manner, particularly where development had taken place, the consultation responses received from the Suffolk County Council Highways Authority on planning applications, the need for securing ongoing maintenance costs, and the benefits of liaising with the health authorities.

By a unanimous vote of 29 votes for,

**It was RESOLVED:**

1. That Mid Suffolk Council approve the amendments to the CIL Expenditure Framework – March 2022 (arising from the fifth review) – (Appendix A) and the CIL Expenditure Framework Communications Strategy – March 2023 (Appendix B).
2. That Mid Suffolk Council agree that the CIL Expenditure Framework and the CIL Expenditure Framework Communications Strategy be reviewed again whilst Bid round 12 is being considered (October 2023) so that any amended scheme can be in place before Bid round 13 occurs (May 2024).
3. That Mid Suffolk Council agree that the Joint Member Panel be retained to inform this (sixth) review.

**119 MC/22/44 DRAFT JOINT LOCAL PLANNING ENFORCEMENT PLAN 2023**

Councillor Guthrie joined the meeting at 6:38pm.

119.1 The Chair invited Councillor Burn to introduce paper MC/22/44.

119.2 Councillor Burn introduced the report, and outlined the work undertaken in producing the Draft Joint Local Planning Enforcement Plan and the policies contained within the Plan.

119.3 Councillor Burn **PROPOSED** the recommendations in the report which was **SECONDED** by Councillor Flatman.

119.4 Councillor Fleming asked a question regarding how conditions concerning construction would be dealt with by the new plan. The Chief Planning Officer confirmed that the prioritisation strategy described how breaches of conditions would be dealt with, and provided assurance that officers were aware there are issues with construction management and that these were being investigated.

119.5 Councillor Norris queried whether a provision could be made within the plan for Members to receive a periodic update regarding open enforcement cases within their Ward, and also brief details of the outcomes of closed enforcement cases.

119.6 Councillor Burn agreed that the outcomes of closed cases would be beneficial to Members. The Chief Planning Officer clarified that the details and reasoning for some cases could be considered confidential and therefore not appropriate to share widely.

119.7 Councillor Stringer requested confirmation that elected Ward Members would be considered, under the policy, to be interested parties and commented that Councillors were bound by confidentiality agreements. In response the Chief Planning Officer confirmed that the information which could be shared would be assessed on an individual case basis.

119.8 Councillor Matthissen enquired whether any action had been taken regarding the proposed use of a drone for planning enforcement purposes. The Chief Planning Officer confirmed that issues surrounding personal privacy and data protection issues had been difficult to resolve making the project unfeasible to continue with.

119.9 In response to a further question from Councillor Matthissen regarding data analysis, the Chief Planning Officer advised that the Joint Task and Finish Group were provided with general statistics regarding the workloads across both Councils.

119.10 Councillor Davies referred to the flowchart contained in the policy, and asked whether this should include court cases. The Chief Planning Officer advised that this had been considered however the number of cases was a small proportion of the total.

119.11 The Director for Planning and Building Control responded to a question from Councillor Passmore and advised that the capacity of the team was under constant review. The team was currently full staffed and would be monitored as the team progresses and develops.

119.12 Following a query from Councillor Pratt regarding whether an alternative to drones had been considered, the Director for Planning and Building Control confirmed that officers were continuing to explore technological options.

119.13 Councillor Mansel asked whether consideration had been given to a self service webpage for Members to use, and raised a question regarding updating Members when cases are closed. The Chief Planning Officer advised that consideration had been given to the sharing of information and this was currently being looked at. The Chief Planning Officer went on to advise that the information being shared regarding case closures would be pursued via the Chief Planning Officer and the Director for Planning and Building Control.

119.14 The Chief Planning Officer responded to a further question from Councillor Mansel regarding repeat offenders, outlining the difficulties of the inclusion of this issue within a policy.

119.15 Following a question from Councillor Welham regarding the investigation of breaches of planning conditions relating to landscaping, the Chief Planning Officer advised that the prioritisation strategy described the process to be undertaken for an investigation into such a breach. The Director for Planning and Building Control confirmed that there were sufficient resources in place for these to be undertaken, and that the efficiencies being introduced would provide scope and opportunities to address the matters.

119.16 Councillor Eburne enquired whether alternative ways of working had been considered to ensure the plan was as effective as possible. The Director for Planning and Building Control confirmed that a range of different approaches had been considered.

119.17 In response to a question from Councillor Carter regarding Members contacting Enforcement Officers, the Chief Planning Officer commented that conversation between Members and Officers was actively encouraged.

119.18 Members debated the report on issues including the importance of having adequate resources to deliver the new plan.

The meeting was adjourned between 7:18pm and 7:30pm.

119.19 Members continued to debate the report on issues including: Members having access to a list of enforcements cases to enable them obtain information on individual cases, the need for a review of the plan in the future, transferring the responsibility for recognising and reporting breaches of landscaping conditions to Parish Councils, and the importance of construction managements plans.

By a unanimous vote of 30 vote for,

**It was RESOLVED:**

- 1. That the draft Joint Local Planning Enforcement Plan 2023 (JLPEP) set out at Appendix A be adopted and published on the Councils website.**
- 2. That the Director of Planning and Building Control be authorised to make any necessary consequential amendments to finalise and publish the JLPEP.**
- 3. That the policy be reviewed by a Joint Member Working Group within 12 months of its implementation.**

## **120 MC/22/45 COUNCILLORS PARENTAL LEAVE POLICY**

120.1 The Chair invited Councillor Morley to introduce paper MC/22/45.

120.2 Councillor Morley introduced the report which contained details of the draft policy.

120.3 Councillor Morley **PROPOSED** the recommendations in the report, which was **SECONDED** by Councillor Richardson.

120.4 Councillor Otton queried the wording used in the policy which she felt did not reflect a non-traditional family unit. In response Jan Robinson, Corporate Manager – Governance & Civic Office advised that the policy had been written to include all types of partnership. The Corporate Manager - Governance & Civic Office then provided details of the reasons for the 25-week timescale for parental leave following a miscarriage.

120.5 The Corporate Manager - Governance & Civic Office responded to a question from Councillor Mansel and clarified that the policy would allow Members a six-month dispensation for attending meetings before the expiry of the standard 6 month attendance requirement.

120.6 Councillor Geake questioned the definition of a designated carer within the policy. The Corporate Manager - Governance & Civic Office confirmed to Members that the designated carer would be the person within the partnership undertaking the care of the child.

120.7 Councillor Geake requested that the reference to 'the' designated carer be replaced with 'a' designated carer. The Corporate Manager - Governance & Civic Office confirmed that this change should be made.

120.8 Members debated the report on issues including: the benefits of the policy to younger Councillors, and the openness of the wording in the policy.

By a vote of 29 votes for and 1 abstention,

**It was RESOLVED:**

**That Council approves the adoption of a Parental leave policy for Councillors.**

**121 MC/22/46 SPECIAL URGENT DECISIONS TAKEN BY OFFICERS UNDER DELEGATED POWERS IN ACCORDANCE WITH PART 2 OF THE CONSTITUTION**

121.1 The Chair invited Arthur Charvonja, Chief Executive to introduce paper MC/22/46 which was for noting.

121.2 The Chief Executive acknowledged that two questions had been received from Councillor Mellen and advised that responses would be provided to these outside of the meeting.

121.3 Councillor Eburne requested reassurance over the procurement process for the Company providing the services.

121.4 The Chief Executive advised that a response would be provided outside of the meeting.

**122 MC/22/47 PAY POLICY STATEMENT 2023/2024**

122.1 The Chair invited Arthur Charvonja, Chief Executive to introduce paper MC/22/47.

122.2 The recommendations were **PROPOSED** by Councillor Morley and **SECONDED** by Councillor Richardson.

By a unanimous vote of 30 votes for,

**It was RESOLVED:**

- 1. That the proposed pay policy statement for 2023/24 as set out in section 3 be approved.**
- 2. That publication of the Council's gender pay gap, as of 31<sup>st</sup> March 2022, be noted.**

**123 MC/22/48 REVIEW OF JOINT CHIEF EXECUTIVE REMUNERATION**

123.1 This item had been withdrawn.

**124 COUNCILLOR APPOINTMENTS**

124.1 There were no changes to Councillor appointments.

**125 MOTIONS ON NOTICE**

125.1 None received.

The business of the meeting was concluded at 8.08pm.

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Chair

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# Agenda Item 6

## MC/23/2

### MID SUFFOLK DISTRICT COUNCIL - 22 MAY 2023

#### CHAIRMAN'S ANNOUNCEMENTS

<b>EVENT</b>	<b>LOCATION</b>	<b>DATE</b>	<b>CHAIRMAN</b>	<b>VICE CHAIR</b>
<b>APRIL 2023</b>				
<b>Needham Market Mayor's Civic Service</b>	<b>Community Centre and Parish Church of St John the Baptist, Needham Market</b>	<b>16-Apr</b>	<b>✓</b>	
<b>Suffolk County Council Chairman's Civic Reception</b>	<b>St Edmundsbury Cathedral, Bury St Edmunds</b>	<b>27-Apr</b>	<b>✓</b>	
<b>Tea at the Mayor's Parlour</b>	<b>Mayor's Parlour, Ipswich Town Hall</b>	<b>30-Apr</b>	<b>✓</b>	
<b>MAY 2023</b>				
<b>Bramford Coronation Service and Celebrations</b>	<b>St Mary's Church, Bramford</b>	<b>06-May</b>	<b>✓</b>	
<b>Suffolk's County Service of Celebration to mark the Coronation of His Majesty King Charles III</b>	<b>St Edmundsbury Cathedral, Bury St Edmunds</b>	<b>07-May</b>	<b>✓</b>	
<b>Cheque presentation to Chairman's charity - Stowmarket ASD Saturday Clubs</b>	<b>Stowmarket ASD Saturday Clubs, The Hub, Crown Street, Stowmarket</b>	<b>13-May</b>	<b>✓</b>	
<b>Haverhill Mayor's Civic Service of Thanksgiving</b>	<b>St Mary's Church, Haverhill</b>	<b>14-May</b>	<b>✓</b>	

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# Agenda Item 10

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Annual Council	<b>REPORT NUMBER:</b> <b>MC/23/3</b>
<b>FROM:</b> Monitoring Officer	<b>DATE OF MEETING:</b> 22 May 2023
<b>OFFICER:</b> Janice Robinson – Corporate Manager – Governance and Civic Office	<b>KEY DECISION REF NO.</b> N/A

### POLITICAL BALANCE AND COMPOSITION OF COMMITTEES

#### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to comply with the provisions of the Local Government and Housing Act 1989 which require a Local Authority to review the allocation of seats to Political Groups at every annual meeting of the Council or as soon as practicable after that meeting. The report also seeks the Council's approval of the composition of Committees which must be agreed each year at the Annual Council meeting.

#### 2. RECOMMENDATIONS

- 2.1 That the Committees' size and numerical allocation of seats be approved as detailed in Appendix A to this report.
- 2.2 That Committee members and named substitutes be appointed as set out in Appendix B to this report.
- 2.3 That the Monitoring Officer be authorised to make consequential changes to the Constitution following any changes made to the appointments and political composition of committees.

#### 3. KEY INFORMATION

##### Political Composition and Appointments to Committees

- 3.1 Under the provisions of the Local Government and Housing Act 1989 where a local authority is grouped for Committee composition purposes, the Authority is required to make arrangements to ensure that its Committees share the same political balance as the full Council.
- 3.2 The Local Government (Committees and Political Groups) Regulations 1990 allow ungrouped members to receive Committee seats if any are left over once allocations have been made to the political groups in proportion to their membership of the authority. The political groups of Mid Suffolk make up 100% of the Council and therefore all of the politically balanced Committee seats go to political groups.

The current Committee structure has 32 available seats which go to political groups. This is a reduction in the number of the seats from the last annual council meeting due to the Development A and B planning committees being merged to create one Planning Committee with 8 seats.

- 3.3 Separate items on the composition of the Suffolk Joint Standards Board and the Shared Revenues Partnership Committee appear elsewhere on the agenda.
- 3.4 The first step, therefore, is for the Council to approve the numerical allocation of Committee seats, and the calculation in accordance with the provisions of the Local Government and Housing Act 1989 is shown in Appendix A to this report. The calculation provides for 32 Committee seats to the various groups as follows:-
- Conservative 6 seats
  - Green 22 seats
  - Liberal Democrats 4 seats

#### **4. LINKS TO CORPORATE PLAN**

- 4.1 Strong and effective governance underpins all the key priorities contained within the Corporate Plan.

#### **5. FINANCIAL IMPLICATIONS**

There will be associated savings following the reduction in the number of planning committees but this cannot be quantified until the end of the municipal year.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The approval of the recommendations will ensure compliance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990.

#### **7. RISK MANAGEMENT**

- 7.1 Key risks are set out below:

<b>Risk Description</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Mitigation Measures</b>
Sufficient members are not appointed and the Committee is inquorate and unable to take decisions	1 – Highly unlikely	3 - Bad	Early discussions with Group Leaders regarding Committee placements

#### **8. CONSULTATIONS**

- 8.1 The Group Leaders have been consulted on the relevant aspects of this report.

#### **9. EQUALITY ANALYSIS**

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

#### **10. ENVIRONMENTAL IMPLICATIONS**

- 10.1 There are no environmental implications associated with this report.

**11. APPENDICES**

Title	Location
A. Numerical allocation of Committee places	To follow
B. Appointments to Committees	To follow

**12. BACKGROUND DOCUMENTS**

None.

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# Agenda Item 12

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Annual Council	<b>REPORT NUMBER:</b> <b>MC/23/4</b>
<b>FROM:</b> Leader of the Council	<b>DATE OF MEETING:</b> 22 May 2023
<b>OFFICER:</b> Janice Robinson – Corporate Manager – Governance and Civic Office	<b>KEY DECISION REF NO.</b> N/A

### APPOINTMENTS TO OUTSIDE BODIES FOR 2023/2024

#### 1. PURPOSE OF REPORT

- 1.1 To consider appointments to Outside Bodies for 2023/2024 as outlined in Appendix A.

#### 2. RECOMMENDATION

- 2.1 That Councillors be appointed to the Outside Bodies detailed in Appendix A.

#### 3. KEY INFORMATION

- 3.1 The Leader of the Council has put forward nominations for the Bodies listed in Appendix A, which are those to which appointments were made in 2022/23.

##### Review process

- 3.2 A regular review of the list of Outside Bodies will help to ensure relevance and appropriateness of membership by applying basic criteria such as the following:
- The appointment is necessary to fulfil one of the Council's statutory functions.
  - The appointment is necessary to protect the Council's investment and assets.
  - There was not a significant cost and resource implication for the Council when measured against any accrued benefit.
  - The balance or risk of any detrimental impact on the Council if it were not represented.
  - The appointment raises the profile of the Council at a national or regional level.
  - The appointment furthers the Council's strategic priorities.
  - The Council works in partnership with a number of the Outside Bodies in a variety of ways, some more directly than others because of the existence of service level agreements or by holding corporate positions on organisations because of legal agreements.

#### 4. LINKS TO CORPORATE PLAN

- 4.1 The annual review process agreed by the Council, enables it to review the appropriateness of the appointments in the context of key priorities.

**5. FINANCIAL IMPLICATIONS**

5.1 Councillors appointed to Outside Bodies are able to claim expenses in accordance with the Council’s Members Allowance Scheme.

**6. LEGAL IMPLICATIONS**

6.1 Appointments to Outside Bodies may be made under the general power in Section 2 of the Local Government Act 2000 - to do anything which is likely to promote the economic, social or environmental wellbeing of the area, unless specifically prohibited.

**7. RISK MANAGEMENT**

7.1 Key risks are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
Members not appointed and therefore not able to represent the Council’s strategic priorities on Outside Bodies	Unlikely (2)	Bad (3)	Members appointed to Outside Bodies to provide an Annual Report to the relevant Committee and to discuss key issues with their Group Leader on a regular basis.

**8. CONSULTATIONS**

8.1 Consultations have been undertaken with all political groups.

**9. EQUALITY ANALYSIS**

9.1 The Outside Bodies represent the diverse range of communities across the District. This will be continuously reviewed by officers to ensure that the range of Bodies continues to be diverse and inclusive of our communities.

**10. ENVIRONMENTAL IMPLICATIONS**

10.1 There are no environmental implications arising from this decision.

**11. Appendices**

Title	Location
A. Appointment of Representatives to Outside Bodies/Partnerships for 2023/24	To follow

**12. Background Papers**

None.



# Agenda Item 13

## MID SUFFOLK DISTRICT COUNCIL

<b>TO:</b> Annual Council	<b>REPORT NUMBER:</b> MC/23/5
<b>FROM:</b> Leader of the Council	<b>DATE OF MEETING:</b> 22 May 2023
<b>OFFICER:</b> Emily Atack – Director Assets and Investments	

### APPOINTMENT OF DIRECTORS TO THE BOARD OF MSDC (SUFFOLK HOLDINGS) LTD

#### 1. PURPOSE OF REPORT

- 1.1 This report proposes the election of directors, to the Board of MSDC (Suffolk Holdings) Ltd to fill posts which have become vacant following the recent elections and resignations from the Board. This will maintain the resilience of the Board and mitigate the risks of the Board being unable to form a quorum and consequently unable to act. The company's Articles of Association state that there must be a minimum of two directors to form a quorum.

#### 2. OPTIONS CONSIDERED

- 2.3 The Board has four vacancies following the elections and a minimum of two new directors must be appointed therefore no further options were considered.

<b>3. RECOMMENDATION</b>
3.1 That Council approve the appointment of Cllr Austin Davies, Cllr John Matthissen, Cllr Colin Lay and Cllr Richard Winch as Directors of MSDC (Suffolk Holdings) Ltd.
<b>REASON FOR DECISION</b>
3.2 To maintain Board resilience, address vacant directorships and ensure that Board decisions can continue to be made.

#### 4. KEY INFORMATION

- 4.1 At its meeting on 19<sup>th</sup> March 2019, Council agreed that the Board of MSDC (Suffolk Holdings) Ltd should consist of four elected members appointed as Directors by the shareholder. The Holding Company Articles of Association state that Directors will cease to be Directors of the company if they are no longer Councillors for the Shareholding authority.
- 4.2 Following the recent local elections vacancies have arisen on the Board of MSDC (Suffolk Holdings) Ltd.
- 4.3 A skills audit is required to be completed by all Councillors seeking to take on Directorships with the Council owned companies. Councillors will complete a skills assessment, and training will be provided to ensure directors have the necessary skills for the roles.

## 5. LINKS TO JOINT STRATEGIC PLAN

- 5.1 A resilient and robust board of MSDC (Suffolk Holdings) Ltd will contribute to the delivery of the Council's strategic objectives.

## 6. FINANCIAL IMPLICATIONS

The appointment of new Councillor Directors has no financial implications.

## 7. LEGAL IMPLICATIONS

8. Birketts are appointed by the Holding Company and will assist the Holding Company updating its statutory books as appropriate.

## 9. RISK MANAGEMENT

- 9.1 The key risks associated with this report are set out below:

Risk Description	Likelihood	Impact	Mitigation Measures
The board of MSDC (Suffolk Holdings) Ltd may not be a quorum meaning board resolutions cannot be sought. This in turn could delay progress and impact significant decisions for both the MSDC (Suffolk Holdings) Ltd and its trading companies.	3 (Probable)	3 (Bad)	To maintain the resilience to the board of MSDC (Suffolk Holdings) Ltd by appointing additional directors.

## 10. CONSULTATIONS

The Chief Executive, Deputy Chief Executive, Monitoring Officer, Director of Assets & Investments and the Leader of the Council have been consulted.

## 11. EQUALITY ANALYSIS

- 11.1 Equality Impact Assessment (EIA) is not required as the contents of the report will have no impact on persons covered by the protected characteristics - age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

## 12. ENVIRONMENTAL IMPLICATIONS

- 12.1 An assessment of environmental impact is not considered relevant to the subject matter contained within this report.

## 13. APPENDICES

None.

## 14. BACKGROUND DOCUMENTS

None.