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COMMITTEE:	MID SUFFOLK CABINET
DATE:	TUESDAY, 11 JULY 2023 10.00 AM
VENUE:	JOHN PEEL CENTRE - CHURCH WALK, STOWMARKET, SUFFOLK IP14 1ET

Councillors
<u>Green Group</u> Teresa Davis Rachel Eburne Andrew Mellen Andrew Stringer Tim Weller Richard Winch

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AGENDA

PART 1

MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

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- 3 **MCa/23/1 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 MARCH 2023** 5 - 16
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7 FORTHCOMING DECISIONS LIST

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

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| 10 | MCa/23/4 MSDC 2022-23 Q4 PERFORMANCE REPORT | 45 - 88 |
| | Cabinet Member for Customers, Digital Transformation and Improvement | |
| | A paper presenting performance across the whole Council for the period 1 January – 31 March 2023 (Q4). To note the information contained within the paper, giving the opportunity to reflect and comment on progress made against the key priorities aligned to the Corporate Plan 2019 – 2027. | |
| 11 | MCa/23/5 UPDATE ON SOCIAL HOUSING REGULATION AND THE OUTCOME OF THE REFERRAL TO THE REGULATOR OF SOCIAL HOUSING | 89 - 96 |
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Date and Time of next meeting

Please note that the next meeting is scheduled for Tuesday, 8 August 2023 at 9.30 am.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, H. Holloway on: 01449 724681 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, 6 March 2023

PRESENT:

Councillor: Suzie Morley (Chair)
Harry Richardson (Vice-Chair)

Councillors: David Burn Julie Flatman
Lavinia Hadingham John Whitehead

In attendance:

Councillors: John Field
Andrew Mellen

Guest(s) Mark Leonard – Property Consultant from Studley Capital Ltd.

Officers: Chief Executive (AC)
Deputy Chief Executive (KN)
Monitoring Officer (IA)
Director - Economic Development and Regeneration (FD)
Director - Corporate Resources and Section 151 Officer (ME)
Director - Housing (DF)
Director – Planning and Building Control (TB)
Corporate Manager - Housing Solutions (AAY)
Corporate Manager – Finance, Commissioning & Procurement (RH)
Corporate Manager - Public Protection (TH)
Licensing Team Leader - Environments and Projects (KP)
Senior Environmental Health Officer (DW)
Assistant Manager – Governance (HH)

Apologies:

Gerard Brewster
Jessica Fleming
Peter Gould

94 DECLARATION OF INTERESTS BY COUNCILLORS

There were no declarations made by Councillors

95 MCA/22/47 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 6 FEBRUARY 2023

It was **RESOLVED:-**

That the minutes of the meeting held on the 6 February 2023 be confirmed and signed as a correct record.

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

None received.

97 QUESTIONS BY COUNCILLORS

None received.

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

There were no matters referred.

99 FORTHCOMING DECISIONS LIST

There were no comments made.

100 MCA/22/48 GENERAL FUND FINANCIAL MONITORING 2022/23 - QUARTER 3

100.1 The Chair, Councillor Morley invited the Cabinet Member for Finance to introduce the report.

100.2 Councillor Whitehead introduced the report and moved recommendations 3.1 and 3.2 as detailed in the report.

100.3 Councillor Richardson seconded the recommendations.

100.4 In response to questions from other Members attending the meeting regarding the early pessimistic outlook for the budget, the Cabinet Member for Finance, Councillor Whitehead responded there had been improvement from quarter 2 to quarter 3 and that both overspend and underspend had occurred, but this had been adjusted in the budget. However, the budget had improved in 2022.

100.5 Councillor Morley added that underspend on projects was not a result of these not being completed, but because outside funding had been identified to cover the costs.

100.6 In response to questions from other Members attending the meeting, the Cabinet Member for Finance stated that the overspend in the Strategic Properties were a result of the slippage of the move to the new floor plate, which had incurred additional costs.

100.7 The Director for Corporate resources detailed the bank charges referred to on page 5 of the report, including that a larger volume of transactions had been coming through than what had been budget for.

By a unanimous vote

It was RESOLVED: -

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the net expenditure overspend position of £548k and forecast reserve movements, referred to in Appendix A of the report, be noted.**
- 1.2 The revised 2021/22 Capital Programme referred to in Appendix A, section 5 be noted.**

REASON FOR DECISION

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

101 MCA/22/49 HOUSING REVENUE ACCOUNT (HRA) FINANCIAL MONITORING 2022/23 - QUARTER 3

- 101.1 The Chair, Councillor Morley invited the Cabinet Member for Finance to introduce the report.
- 101.2 Councillor Whitehead introduced the report and moved recommendations 3.1 and 3.2 as detailed in the report, which was seconded by Councillor Hadingham.
- 101.3 In response to questions from other Members attending the meeting the Director for Housing advised she would respond to the number of air source heat pumps installed after 2020 outside of the meeting. However, the covid restrictions would have made it difficult to undertake installation of the pumps. Further the Housing Design and Specifications were to be updated and be presented to members in due course.
- 101.4 In response to questions from other Members attending the meeting the Cabinet Member for Finance detailed the issues around capital spend and the planned maintenance. The Director for Housing added planned maintenance relied on sound data and work was being undertaken to cleanse the collected data which would support a new programme for planned maintenance.

By a unanimous vote

It was RESOLVED: -

- 1.1 That, subject to any further budget variations that arise during the rest of the financial year, the adverse variance of £927k, referred to in Appendix A, section 2 of the report, be noted;**
- 1.2 The 2022/23 revised Capital Programme referred to in Appendix A, section 3 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.

102 MCA/22/50 QUARTER 3 PERFORMANCE

- 102.1 The Chair and Cabinet Member for Customers, Digital Transformation and Improvements provided a brief introduction and then invited each of the Cabinet Members present to provide a brief summary of their respective portfolios.
- 102.2 The Cabinet Member for Economic Growth, Councillor Richardson, the Cabinet Member for Communities and Wellbeing, Councillor Flatman and the Cabinet Member for Housing, Councillor Hadingham presented a brief summary of the performance of their portfolio.
- 102.3 Councillor Morley presented the summary for the Environment portfolio on behalf of Councillor Fleming.
- 102.4 In response to questions from other Members attending the meeting, the Cabinet Member for Communities and Wellbeing advised Members that information for how much Section 106 funding that was outstanding for community projects was available on the website for Exacon on the following link: <https://pfm.exacom.co.uk/midsuffolkbabergh/index.php>
- 102.5 In response to questions from other members attending the meeting regarding the project on page 58 of the report, officers clarified that it was a project originated in community and that the Sustainable Travel officer had attended meetings to see where the Council could support the project.
- 102.6 The Quarter 3 Performance was noted.

103 MCA/22/51 COMMUNITY INFRASTRUCTURE LEVY (CIL) - CIL EXPENDITURE PROGRAMME MARCH 2023

- 103.1 The Chair, Councillor Morley, invited the Cabinet Member for Planning to introduce the report.
- 103.2 Councillor Burn provided an overview of each of the CIL bids in the reports, which was supported by the Professional Lead for Key Site and Infrastructure.
- 103.3 Councillor Burn moved the recommendations 3.1 and 3.2 as detailed in the report, which was seconded by Flatman.
- 103.4 In response to questions from other Members attending the meeting, the Professional Lead for Key Sites and Infrastructure detailed how each CIL bid was unique. The Director for Planning and Building Control assured Members that there was enough capacity within the CIL team to ensure that bids was process in a timely manner, however some bids were dependent

on stakeholders which occasionally caused delays.

103.5 The Cabinet Member for Planning stated in response to questions from other members attending the meeting he could not comment on individual cases, however there were a number of stakeholders involved in CIL bids and that each bid was complex and unique.

103.6 Members debated the issues including that it was good that the Council and parish councils worked together on CIL bids and that as ward members there was a lot of paperwork to complete, and they appreciated the support provided by the Council.

By a unanimous vote

It was RESOLVED: -

1.1 That the CIL Expenditure Programme (March 2023) and accompanying technical assessment of the CIL Bids M22-14, M22-26, M22-17, M22-23, M22-24 and M22-28 (forming Appendices, A and B) and which include decisions on these CIL Bids for Cabinet to make and approve and to note (delegated decisions only) are as follows:-

Decisions for Cabinet to make: - Ringfenced Infrastructure Fund (Haughley Stradbroke and Stowupland) and Local Infrastructure Fund (Hoxne)

CIL Bid, Location and Infrastructure Proposed	Amount of CIL Bid and total cost of the infrastructure	Cabinet Decision
M22-14 HAUGHLEY Play Area	Amount of CIL Bid £71,000.00 Total costs of the project £102,000 Other funding sources are: Parish Council £20,000 Donations £10,000 Community funding £1,000	Recommendation to Cabinet to approve CIL Bid M22-14 for £71,000.00 from the Ringfenced Infrastructure Fund (Haughley)
M22-26 STRADBROKE	Amount of CIL Bid £29,724.00	Recommendation to Cabinet to

<p>Health Centre Improvements</p>	<p>Total costs of the project £39,634.00</p> <p>Other funding sources are:</p> <p>Parish Council £9,910.00</p>	<p>approve CIL Bid M22-26 for £29,724.00 from the Ringfenced Infrastructure Fund (Stradbroke)</p>
<p>M22-17</p> <p>STOWUPLAND</p> <p>New footpath Trinity Meadows to Trinity Walk Bus Stop</p>	<p>Amount of CIL Bid £14,200.00</p> <p>Total costs of the project £14,200</p>	<p>Recommendation to Cabinet is to approve CIL Bid M22-17 for £14,200 from the Ringfenced Infrastructure Fund (Stowupland) for the amended route</p>
<p>M22-23</p> <p>HOXNE</p> <p>Hoxne Church Lavatory Project</p>	<p>Amount of CIL Bid £28,090.88</p> <p>Total costs of the project £37,454.50</p> <p>Other funding sources are:</p> <p>Hoxne Parochial Church Council funding: £9,363.62</p>	<p>Recommendation to Cabinet to approve CIL Bid M22-23 for £28,090.88 from the Local Infrastructure Fund</p>

Decisions for Cabinet to note: - Ringfenced Infrastructure Fund (Barham) and Local Infrastructure Fund (Mendham)

CIL Bid, Location and Infrastructure	Amount of CIL Bid and total cost of the	Cabinet Decision
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Proposed	infrastructure	
M22-24 BARHAM Fencing to play area for Kirby Rise Gren	Amount of CIL Bid £3,377.75 Total costs of the project £5,037.00 Other funding sources are Parish Council £1,659.25	Recommendation for Cabinet to note the delegated decision for CIL Bid M22-24 for £3,377.75 from the Ringfenced Infrastructure Fund
M22-28 MENDHAM Renovation of village car park	Amount of CIL Bid £9,733.81 Total costs of the project £12,978.41 Other funding sources are: Parish Council £3,244.60	Recommendation for Cabinet to note the delegated decision for CIL Bid M22-28 for £9,733.81 from the Local Infrastructure Fund

- 1.2 That Cabinet noted and endorsed this CIL Expenditure Programme which includes the position in respect of approved CIL Bids from Rounds 1 to 9 (September and November 2022 inclusive) – (Appendix A Section B) together with details of emerging infrastructure /CIL Bids (Appendix A Section C).

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 was originally adopted in April 2018 and reviewed with amendments adopted in the March 2019, April 2020, 23rd and March 2021. They were further reviewed, and changes were adopted in July 2022 by Mid Suffolk and in October 2022 by Babergh. The CIL Expenditure Framework requires the production of a CIL Expenditure Programme for each District and 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.

A short break was taken between 11:46 am and 12:03 pm.

- 104.1 **The Chair, Councillor Morley invited the Cabinet Member for Housing to introduce the report.**
- 104.2 **Councillor Hadingham provided an introduction and moved recommendations 3.1, 3.2, 3.3, 3.4 and 3.5 as detailed in the report, which was seconded by Councillor Flatman.**

By a unanimous vote

It was RESOLVED: -

- 1.1 **To agree Option 1 above – approve and adopt the private sector housing enforcement policy (Appendix 1) with consideration to the feedback from Overview & Scrutiny held on 20th February 2023. (Appendix 5).**
- 1.2 **To approve and authorise the use of civil penalty and financial penalty powers provided by the Housing and Planning Act 2016 (Appendix 2), Electrical Safety Regulations (Appendix 3) and Energy Efficiency (Private Rented Property) Regulations (Appendix 4).**
- 1.3 **To agree to charge for relevant housing enforcement action based on officer time taken and that any revenue arising from civil penalties will be retained within the service to meet the legal or administrative costs and expenses incurred under the relevant housing law.**
- 1.4 **To agree for the Director for Housing in consultation with the Portfolio Holder for Housing to have delegated authority to make minor amendments to the enforcement and civil penalties policies.**
- 1.5 **To agree for the Director of Housing to delegate powers to Officers to carry out the enforcement powers.**

REASON FOR DECISION

To ensure that the Council has a consistent and effective policy to tackle poor conditions in private sector housing.

To make full use of housing enforcement powers available, including civil penalties and ensure effective enforcement.

To recover enforcement costs incurred.

105 MCA/22/53 UPDATE ON SOCIAL HOUSING REGULATION AND THE OUTCOME OF THE REFERRAL TO THE REGULATOR OF SOCIAL HOUSING

- 105.1 The Chair, Councillor Morley invited the Cabinet Member for Housing to introduce the report.

105.2 Councillor Hadingham provided an introduction and moved recommendations 3.1, 3.2, 3.3 and 3.4, as detailed in the report, which was seconded by Councillor Morley.

By a unanimous vote

It was RESOLVED: -

- 1.1 To note the update on recent changes to the regulation of social housing, including for stock-holding Local Authorities.**
- 1.2 To note the outcome of the Council's recent referral to the Regulator of Social Housing.**
- 1.3 To agree the future governance and monitoring arrangements set out at paragraph 7 of this report.**
- 1.4 To agree the new set of key performance indicators for the Housing Service set out at paragraph 6 of this report.**

REASON FOR DECISION

To ensure that the Cabinet have oversight of the critical performance information they require to monitor and scrutinise the Housing Service effectively.

To provide assurance, through good governance, that the Councils comply with the Regulator for Social Housing's Consumer Standards and the broader regulatory framework.

106 MCA/22/54 BABERGH AND MID SUFFOLK CULTURE, HERITAGE AND VISITOR ECONOMY STRATEGY

106.1 The Chair, Councillor Morley invited the Cabinet Member for Economic Growth to introduce the report.

106.2 Councillor Richardson provided an introduction and moved recommendations 3.1, 3.2, and 3.3 as detailed in the report, which was seconded by Councillor Flatman.

106.3 Councillor Morley stated that it was a great strategy and thank officers for the work they had undertaken, this was reiterated by Members.

By a unanimous vote

It was RESOLVED: -

- 1.1 That the Culture, Heritage and Visitor Economy Strategy, attached as Appendix 1, be adopted and that Members endorse the clear long-term vision and accompanying set of ambitions, aims and objectives set out in this strategy.**
- 1.2 The Director for Economic Growth & Climate Change, in consultation with**

the relevant Cabinet Member, be delegated authority to make amendments and updates to the Strategy, in response to changing needs.

1.3 The Director for Economic Growth & Climate Change, in consultation with the relevant Cabinet Member, be delegated authority to develop a delivery plan to be completed by June 2023.

REASON FOR DECISION

That the Council has a clear strategy and delivery plan to set the ambition to shape the future growth and resilience of the Cultural, Heritage and Visitor Economy sectors across the districts and to provide a prospectus for conversations about future investment with national and regional funders.

107 MCA/55/55 THE APPROVAL TO CONSULT ON A REVISED TABLE OF FARES FOR HACKNEY CARRIAGES

107.1 The Chair, Councillor Morley provided the introduction on behalf of Councillor Fleming who was unable to attend the meeting.

107.2 Councillor Morley moved recommendation 3.1 and 3.2 as detailed in the report, which was seconded by Councillor Richardson.

By a unanimous vote

It was RESOLVED: -

1.1 That Cabinet, following consideration of Licensing and Regulatory Committee's recommendation, approved the revised table of fares for consultation, attached at Appendix A to this report, and in accordance with Section 65 of the Local Government (Miscellaneous Provisions) Act 1976. This was consulted as 'Option Two' with the taxi trade.

1.2 That Cabinet, following consideration of Licensing and Regulatory Committee's recommendation, requested the Licensing Team to investigate the modernisation of Hackney Carriage Meters. All findings were to be reported back to the Licensing and Regulatory Committee at a later date.

REASON FOR DECISION

To adopt the revised table of fares for Hackney Carriages within the Mid-Suffolk District.

Ensuring that Hackney Carriage fares are reviewed in line with the costs of providing a service to allow drivers to cover the cost of running a taxi and providing a service to the public whilst ensuring that fares are reasonable for the public to pay.

108 MCA/22/56 SKILLS & INNOVATION CENTRE ON GATEWAY 14

- 108.1 The Chair, Councillor Morley invited the Cabinet Member for Housing to introduce the report.
- 108.2 Councillor Hadingham provided an introduction and introduced Mark Leonard – Property Consultant from Studley Capital Ltd.
- 108.3 Councillor Hadingham moved recommendation 3.1, 3.2, 3.3, 3.4 and 3.5 as detailed in the report, which was seconded by Councillor Flatman.

By a unanimous vote

It was RESOLVED: -

- 1.1 That Cabinet reviewed and noted the initial business case attached as Appendix A (confidential) including high-level development appraisal with initial costing estimates, revenue income opportunities and viability requirements, indicative costs of borrowing and latest version of the scheme design layout including an indicative schedule of accommodation.**
- 1.2 That Cabinet noted the work to date on the operational management strategy and the findings and conclusions of the Respublica report (attached as Annex F1 of Appendix A - confidential)**
- 1.3 That Cabinet endorsed the option to further develop a business case for a combined skills and innovation centre.**
- 1.4 That Cabinet noted the forward funding of revenue spend from within existing budgets to complete the next stage of business case development work. It should be noted that where forward-funded revenue spend can be later capitalised it will be.**

REASON FOR DECISION

To continue to explore and maximise the opportunities for the Council to lead the development of a new unique facility which offers skills development and entrepreneurship and innovation at Gateway 14 in Stowmarket. This leadership opportunity arises from the Council's economic growth and strategic asset management functions, Gateway 14 site involvement including Freeport East designation and active skills and innovation sector partnerships.

This proposal seeks to meet the immediate and future skills needs of employers and workers in the local and wider sub-regional area and to address the significant skills gaps in the locality. It will provide bespoke services to address gaps in provision and add value to the regional economy.

The proposal meets many Council, local partnership and government outcomes but also creates the conditions to stimulate some new and exciting partnerships which enhance opportunities for local communities and provides a regionally significant

centre in the town and within the Freeport area.

It was approved and confirmed by show of hands that Appendix A, B and C were restricted under the Local Government Act 1972, part 1, schedule 12a, paragraph 3: Information relating to the financial or business affairs of any particular person(including the authority holding that information).

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

As Members had completed their discussion of Item MCA/22/56 Skills and Innovation Centre on Gateway 14, the Chair refrained from going into closed session.

110 MCA/22/56 SKILLS & INNOVATION CENTRE ON GATEWAY 14 - CONFIDENTIAL APPENDICES

The business of the meeting was concluded at 12.11 pm.

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Chair

Agenda Item 8

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: MCa/23/2
FROM: Councillor Rachel Eburne, Cabinet Member for Finance & Resources	DATE OF MEETING: 11 July 2023
OFFICER: Melissa Evans, Director Corporate Resources	KEY DECISION REF NO. CAB424

GENERAL FUND FINANCIAL DRAFT OUTTURN 2022/23

1. PURPOSE OF REPORT

- 1.1 This report summarises the 2022/23 financial outturn for the General Fund Revenue and Capital Programme. The Revenue outturn position is an overall overspend compared to budget of £629k and the Capital Programme for the year is underspent by £22.817m as detailed in Appendix A. The overall position of the Councils Revenue General Fund for 2022/23 is a surplus of £5.287m.
- 1.2 This is subject to the external auditors' report on the Statement of Accounts for the year, which will be presented to the Joint Audit and Standards Committee once the audit is complete.

2. OPTIONS CONSIDERED

- 2.1 The recommended option is set out in the Recommendations. There are no other available options.

3. RECOMMENDATIONS

- 3.1 That the 2022/23 General Fund financial outturn of £629k overspend compared to budget as set out in this report be noted.
- 3.2 That the revenue carry-forward requests totalling £34k be noted.
- 3.3 That the following transfers be approved;
- a) £4.294m be transferred to the Growth and Efficiency Fund
 - b) (£500k) be transferred from the Inflationary Pressure Reserve
 - c) (£85k) to be transferred from the Business Rates & Council Tax Reserve
 - d) £138k to be transferred to the Waste Reserve
 - e) £1.233m Investment Income be transferred to the Commercial Development & Risk Management Reserve
 - f) £173k of Everyone Active utility cost pressure to be funded from the Covid Recovery Reserve
- 3.4 That the capital carry-forward requests totalling £23.062m be approved

REASON FOR DECISION

To ensure that Members are kept informed of the outturn position for both General Fund Revenue and Capital and to approve earmarked reserve transfers.

4. KEY INFORMATION

Background

- 4.1 The General Fund Financial Outturn Report for 2022/23 is attached in Appendix A. This covers full year forecasts and performance against budget for the Council's revenue, capital programme and reserves.

5. LINKS TO THE CORPORATE PLAN

- 5.1 Ensuring that the Council makes best use of its 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.

6. FINANCIAL IMPLICATIONS

- 6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

- 7.1 There are no specific legal implications.

8. RISK MANAGEMENT

- 8.1 Key Risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands.	3	3	Continued monitoring and reporting of the Councils financial forecast via quarterly reports to Cabinet. Reserves available to call upon.	Strategic Risk Register SRR004MSD C
Service delivery may not be accomplished if economic conditions and other external factors are worse than budgeted for.	3	3	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast during the year via quarterly reports to Cabinet.	Finance, Commissioning and Procurement ORR005MSD C

9. CONSULTATIONS

- 9.1 Consultations have taken place with Directors, Corporate Managers and other Budget Managers as appropriate.

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 Directors, Corporate Managers and other Budget Managers continue to consider the environmental impact of their budgets and take the opportunity to reduce their carbon footprint as opportunities arise.
- 11.2 In support of the Council's commitment to be Carbon Neutral by 2030, several initiatives have and are being undertaken from a combination of the Council's own resources and those secured from external sources. Some of these are set out below.
- 11.3 A solar multi-function carport to generate electricity has been installed at Stowmarket Leisure Centre. The estimated CO₂ savings are equivalent to nearly 9 times the volume of the Royal Albert Hall and it is capable of generating enough power to supply 52 average homes in Stowmarket.
- 11.4 External funding of £316k has been secured in order to move OZEV supported EV charging points to the implementation phase.

- 11.5 A property list of carbon emitting buildings is being established for future retrofit consideration.
- 11.6 A performance review of clean power installations on Council assets and operations and maintenance contracts is being commissioned.

12. APPENDICES

Title	Location
General Fund Financial Outturn 2022/23	APPENDIX A

13. BACKGROUND DOCUMENTS

- 7 February 2022 General Fund Budget 2022/23 and Four-Year Outlook – MCa/21/34
- 5 September 2022 General Fund Financial Monitoring 2022/23 - Quarter 1 - MCa/22/15
- 5 December 2022 General Fund Financial Monitoring 2022/23 - Quarter 2 - MCa/22/29
- 6 March 2023 General Fund Financial Monitoring 2022/23 - Quarter 3 - MCa/22/48

General Fund Financial Monitoring 2022/23 Outturn

Mid Suffolk District Council
June 2023



1. Background

1. Background

2. The General Fund Budget for 2022/23 was approved by Council in February 2022. In previous years, worst-case scenarios were typically used when putting budget proposals together. Amalgamating these assumptions across the whole organisation has resulted in overspends.
3. For 2022/23 stretching, but realistic, assumptions were used when putting budget proposals together across both expenditure and income. However, global events, rising inflation and interest rates have created an unprecedented financial challenge for the Council and in anticipation of this a £500k earmarked reserve was created in 2021/22.
4. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November. The increased cost of fuel, materials and services has been reflected in the variances for 2022/23.

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Attempting to curb inflation, the Bank of England has increased the base rate from 1.75% at the start of 2022/23 to 4.25% in March. These increases have been much greater than expected when the budget was approved.

6. Employee costs are approximately 40% of the Council's revenue expenditure budget and an increase of 2.2% was included in the budget. A national pay award offer for 2022/23 of £1,925 from 1 April 2022 was agreed for all staff. This equates to an increase of approximately 8% and an additional cost of £580k.
7. **Outturn position 2022/23**
8. 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 the current inflationary pressures.
9. Based upon financial performance and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.

surplus of £5.287m, £629k less than budgeted.

11. A net overspend on services against budget of £308k is the position for 2022/23 compared to a forecast overspend of £355k at the end of Quarter 3.
12. The key variances that make up this overspend are shown in the following sections of this report.
13. Recruitment remains challenging and the Council continues to experience significant delays between people leaving the organisation and these posts being filled. However, underspends resulting from vacancies have been offset by the £1,925 pay award and temporary cover for vacant posts.
14. Key Recommendations for the 2022/23 year are that:
 1. £1.233m is transferred to the Commercial Development Risk Reserve
 2. £4.294m is transferred to the Growth & Efficiency Fund
 3. (£85k) is transferred from the Council Tax and Business Rates Reserve to cover prior year deficits that will be met in year with Section 31 Grants.
 4. £138k is transferred to the Waste & Recycling Reserve to guard against ongoing inflationary pressures and income uncertainty.
 5. £34k is transferred to the Carry Forwards Reserve to fulfil commitments made on the council's priorities as detailed in section 4.
 6. (£500k) is transferred from the Inflationary Pressures Reserve as mentioned in Paragraph 3.
 7. Everyone Active utility cost pressure of £173k to be funded from Covid Recovery Reserve.

10. The overall position of the Council's Revenue General Fund for 2022/23 is a

2. General Fund Revenue – Outturn

Service Area		Budget	Total Actual	Variance to Budget (underspend) / overspend	Variance as % of Budget
		£'000	£'000	£'000	
Net Service Costs	Assets & Investments	576	595	19	3%
	Communities & Wellbeing	927	822	(105)	-11%
	Corporate Resources	1,782	2,480	698	39%
	Customers, Digital Transformation & Improvement	1,978	1,911	(67)	-3%
	Economic Growth & Climate Change	288	319	31	11%
	Operations	3,333	3,266	(67)	-2%
	Housing	520	466	(54)	-10%
	Law & Governance	927	1,026	99	11%
	Planning & Building Control	1,308	1,031	(277)	-21%
	HR & Organisational Development	461	490	29	6%
	Senior Leadership Team	700	702	2	0%
Net expenditure on services as above		12,800	13,108	308	2%
Recharges	Charge to HRA/Capital	(1,511)	(1,561)	(50)	3%
Capital Financing	Interest Payable	850	741	(109)	-13%
	Minimum Revenue Provision (MRP)	1,333	1,345	12	1%
Investment Income	Pooled Funds Net Income	(566)	(493)	73	-13%
	Interest Receivable	(4,065)	(3,755)	310	-8%
Total Net Cost of Services		8,841	9,385	544	6%
Government Grants	New Homes Bonus	(1,779)	(1,779)		0%
	Services, Rural Services & Lower Tier Grants	(784)	(791)	(7)	1%
Business Rates	Baseline Business Rates	(4,310)	(5,308)	(998)	23%
	Growth / Pooling Benefit	(486)	(695)	(209)	43%
	B/R Prior Year Deficit/(Surplus)	(438)	905	1,343	-307%
Council Tax	Council Tax	(6,667)	(6,711)	(44)	1%
	Council Tax Prior Year Deficit/(Surplus)	(293)	(293)		0%
Total Funding		(14,757)	(14,672)	85	-1%
Net Position Before Reserves		(5,916)	(5,287)	629	-11%
Movement in Reserves	Commercial Development Risk Reserve	1,865	1,233	(632)	
	Growth & Efficiency Fund	4,051	4,294	243	
	Business Rates & Council Tax Reserve		(85)	(85)	
	Waste & Recycling Reserve		138	138	
	Carry Forwards Reserve		34	34	
	Inflationary Pressures Reserve		(500)	(500)	
	Covid Reserve		173	173	
		-	-	-	

Net Service Costs

- Explanations for these variances are provided in the next section of this report.

Capital Financing & Investment Income:

- A variance in interest payable costs has arisen due to an increase in rates for short-term borrowing. These have increased from an average rate of 0.2% in 21/22 to around 4% currently.
- Returns on the pooled funds for 2022/23 are lower than budget due to market conditions.

Business Rates:

- The Business Rates figure reflects the NNDR1 figures for 2022/23. The prior year deficit will be met by S.31 grants received in 2022/23 and held in the Council Tax and Business Rates Reserve.
- At the end of March 2023, the collection rate was 98.33% compared with 97.46% for the same period the previous year

Council Tax:

- Council tax income is set as part of the budget with any variation in income recognised as a surplus or deficit to be carried forward in the Collection Fund and recognised in the following year.
- At the end of March 2023, the collection rate was 98.20%, compared with 98.14% for the same period the previous year.
- Of the surplus on the Collection Fund of £1.35m for Council Tax for 2022/23. Mid Suffolk's share of £138k will be realised in 2023/24 and has been built into the 2023/24 budget.

Reserves:

- A full breakdown of forecast reserve movements compared to the 2022/23 budget is shown in Section 5, page 9.
- £500k was put into an inflationary Pressures Reserve at the end of 2021/22 and this has been utilised to cover cost pressures and boost reserves earmarked for the achievement of the council's priorities.
- The Council Tax and Business Rates Reserve will be used to cover the timing differences between S.31 grants and gains/losses.
- A £4.051m transfer to the Growth & Efficiency Fund was included in the budget. This has increased to £4.294m.

3. General Fund Revenue – Major Variances

Area	Full Year Budget £'000	Actual Spend £'000	Variance Total £'000	Explanation of Major Variances	% Variance	Q3 Variance
Assets & Investments	576	595	20		3%	121
Strategic Property	484	547	63	<ul style="list-style-type: none"> • Completion date for surrendering Endeavour House lime block floorplate later than budgeted - rent, service charges and business rates £48K overspend, however savings on the capital expenditure. • Wingfield Barns £57K overspend as Council not been able to recover utility costs £33K in year from current CIC occupier. £24K maintenance and repairs revenue costs. • Reactive depot repairs £24K overspend. • Overall electricity utility pressure on properties (excluding Wingfield Barns) of £35K. • Consultancy on Asset Utilisation (£61K) underbudget due to delay in Crown Commercial planning & mapping works which will now take place and have been budgeted for in 2023/24. • Staff Vacancy (£17K) • Additions income from new tenant from Quarter 03 at Hurstlea, Needham Market. (£22K). 	13%	128
The Councils' Companies	92	49	(43)	Savings on vacant project officer post and consultancy savings against budget.	-47%	(7)
Communities & Wellbeing	927	822	(105)		-11%	(55)
Leisure Contracts	221	188	(33)	<ul style="list-style-type: none"> • Additional £50K adverse support payment to Management Company Everyone Active agreed at the end of 2021/22 as part of 15 year lease reprofiling. • Stradbroke High School paying for historic and future use of the pool facilities allowing an additional income of (£69k). • (£13k) underspend on maintenance and repair revenue expenditure costs in year. • Leisure Centres across the country and been very hard hit by the combination of the Pandemic and the unprecedented utilities increases. Everyone Active is no exception; for 2022/23 their utilities are £230,328 above their original tender price of £256,314 (total £486,642). They have managed a level of operating deficit during this period themselves and have been trying to bring in new income to support their post Covid Recovery. This has had mixed success and they are not predicting reaching pre pandemic levels for another 24 months. Everyone Active cannot pay the current level of utilities. They will contribute 25% of the additional costs over their original tendered price of electricity and gas for 2022/23. The Council agrees to fund the additional amount £172,746 from the Covid reserve in the context of a national crisis for Leisure Centres and to ensure that service provision is not reduced. 	-15%	(17)
Communities	707	633	(73)	(£122k) Holiday Activity Funding earmarked income for 23/24 (to be moved to reserve) £50k salary overspend on Cost of Living post	-10%	(38)
Corporate Resources	1,782	2,480	699		39%	604
Finance, Commissioning & Procurement	1,782	2,480	699	<ul style="list-style-type: none"> • £550k budgeted vacancy management factor offset by savings within the service areas. • £74k Salary overspend on Interim and agency staff in both Finance and C&P. • £20k Premium on the Employees Insurance Policy higher than budgeted. • (£74k) Underspend for Early Retirement Costs, budget was carried over from 21/22. • £90k Budgeted savings contingency removed. • £27k Bank Charges overspend due to increased credit card transactions. • £34k on Audit Fees as we have caught up on the accruals for outstanding audits to date. • £19k overspend for Insurance costs due to 20% increase in costs on Q4 charges (Jan-Mar 23). • (£32k) Underspend on SRP Contribution to budget. • (£41k) Savings on budgeted security costs with work starting on council offices. • £15k TCA Award donations. • (£45k) Family Annex Grant received, not announced until after budget set. 	39%	604

3. General Fund Revenue – Major Variances

Area	Full Year Budget £'000	Actual Outturn £'000	Variance Total £'000	Explanation of Major Variances	% Variance	Q3 Variance
Customer Operations	1,978	1,911	(67)		-3%	(37)
Communications	177	186	9		5%	10
Customers, Digital & Transformation	607	584	(23)	<ul style="list-style-type: none"> • (£45k) Due to vacancies in first half the of year. • £23k Spend on Residents Survey, Inform Communication Subscription & ICS Membership, partly funded by reserves. 	-4%	(21)
ICT	913	901	(12)	<ul style="list-style-type: none"> • £12k Underspend on Operating costs due mainly to unused Contracted services budget as costs incurred were above £10k so therefore were capitalised and SCC contracts being lower than budgeted. 	-1%	2
Strategic Policy, Performance & Improvements	282	240	(41)	<ul style="list-style-type: none"> • (£145k) Due vacancies from team Restructure. • £110k Budgeted movement from reserves not required. 	-15%	(27)
Economic Growth & Climate Change	288	319	31		11%	49
Economic Growth & Climate Change	288	319	31	<ul style="list-style-type: none"> • Budgeted movement from reserve to cover salary costs not made, as staff were recoded at source, mitigated by underlying underspend on salary costs with full and part year vacancies. 	11%	49
Housing	520	466	(55)		-11%	75
PV Panels	(140)	(213)	(73)	Timing of invoicing of actual income	52%	10
Housing Solutions	660	678	18	Write Offs of historical debtors balances	3%	65
HR & Organisational Development	461	490	29		6%	30
HR & OD	461	490	29	<ul style="list-style-type: none"> • £50k over budget on centrally held recruitment and advertising costs for the council and cost of implementing HR Oracle system, partially offset but staff vacancies . 	6%	30
Law & Governance	927	1,026	100		11%	61
Electoral Services & Land Charges	75	128	53	<ul style="list-style-type: none"> • Land charges income down against budget £47k 	71%	28
Governance & Civic Office	381	428	47	<ul style="list-style-type: none"> • £38k overspend on postage due to increase in volume and costs 	12%	30
Internal Audit, Risk & Data	85	80	(5)		-6%	3
Shared Legal Service	386	391	5		1%	0

3. General Fund Revenue – Major Variances

Area	Full Year Budget £'000	Actual Outturn £'000	Variance Total £'000	Explanation of Major Variances		
Operations	3,333	3,266	(67)		-2%	(153)
Car Parking	(201)	(194)	7		-4%	(56)
Health & Safety, Business Continuity and Emergency Planning	228	188	(40)	• Operating cost savings have been made by changing supplier for lone working devices and licences, resulting in a recurrent saving.	-18%	(51)
Public Protection	656	597	(59)	• (£67K) total Covid 'COMF' funding directly employee costs for COVID backlog work and above contribution to Winter warmth grants. • (£15K) additional income from fees, charges, licences, enforcement and new burden funding. • £30K budgeted carry forward from 2021/22 not drawn down as not required to fund posts in licensing.	-9%	(68)
Public Realm	1,217	1,391	174	• £60K overspend on vehicle fuel increase of both price and consumption. • £45K overspend on vehicle and repair costs. • £15K overspend on protective clothing and renewal. • £16K overspend on additional horticultural expenses to increase biodiversity. • £15K overspend on tree felling works due to strong winds in winter of 22/23. • £24K overspend on operational costs due to Babergh recharge for A14 cleansing removed now insourced – this has been removed from 23/24 budget. • £28K reduction of income based on Grass cutting contribution from Suffolk County Council.	14%	162
Recycling, Waste & Fleet	1,401	1,263	(138)	• (£289K) saving from historically low costs for Materials Recovery Facility (MRF) which is set quarterly based on tonnage and overall market commodity value. Mitigated partly by inflationary pressures on collection and disposal costs of materials on the Waste Services Contract £187K. It is budgeted and therefore proposed that any underspend will be transferred fully in the Waste reserve to stabilise the medium-term budget pressures on the service. (less corporate recharges). • (£42K) overachievement of income from Trade Waste due to subscriber growth.	-10%	(116)
Service Improvement (Environment & Community Services)	32	21	(11)	33% of employee costs transferred to Finance Transformation Project.	-35%	(7)

3. General Fund Revenue – Major Variances

Area	Full Year Budget £'000	Actual Outturn £'000	Variance Total £'000	Explanation of Major Variances	% Variance	Q3 Variance
Planning & Building Control	1,308	1,031	(277)		-21%	(405)
Building Control	140	129	(12)	<ul style="list-style-type: none"> • (£30k) Employee underspend from vacancies and officers reducing hours. • Income levels recovered in Q4 but finished £18k down on budget. 	-8%	4
Development Management, Heritage & Enforcement	539	414	(125)	<ul style="list-style-type: none"> • Operating costs (£136k) underspent on appeals and budgeted spend on travellers sites not required, mitigated by overspend of £55k on consultancy spend. • £92k reduced income offset by vacancy savings 	-23%	(240)
Service Improvement (Sustainable Communities)	36	33	(3)		-8%	1
Strategic Planning	592	455	(137)	<ul style="list-style-type: none"> • (£51k) Employee underspend due to vacancies. • (£14k) saving on Neighbourhood Plans consultancy costs • (£52k) project funds not utilised • (£51k) saving on Neighbourhood Plans consultancy costs. • £110k less on Neighbourhood Plan income, due to the timing of claim windows. • (£60k) less to reserves for Neighbourhood Plans due to timings of claims, offset by £230k to reserves ref underspend on consultancy and legal costs due to deferred costs 	-23%	(155)
Senior Leadership Team	700	702	2		0%	47
Senior Leadership Team	700	702	2	<ul style="list-style-type: none"> • Overspend due to the use of interims whilst permanent posts are recruited to. Also includes recruitment costs. • Underspend under due to write offs backdating to 19/20 & 20/21 (these were write offs done to clear old balances as part of yearly review). 	0%	47
Grand Total	12,799	13,107	308		2%	355

4. General Fund Revenue – Carry Forwards Requested

Service Area	Amount £000's	Reason
Communities	10	To support the costs associated with the Domestic Homicide Review that occurred in the district in 2022/23
Communities	12	Funding for various small projects
Economy	12	Business Performance Grants scheme - new scheme being developed to replace this one which will be linked to priorities in new Economic Strategy. Expecting spend to commence for new scheme early summer 23
	<hr/> 34	

5. General Fund Revenue - Reserves

Earmarked Reserve	Balance 31/03/22 £000's	Actual Movement To Reserve 22/23 £000's	Actual Movement From Reserve 22/23 £000's	Balance 31/03/23 £000's
Business Rates & Council Tax	5,286	-	(85)	5,201
Business Rates Retention Pilot (BRRP)	283	226	(26)	483
Carry Forwards	399	34	(304)	129
Climate Change and Biodiversity	927	-	(39)	888
Commercial Development Risk Management	4,131	1,233	-	5,364
Community Development Fund	185	-	(19)	166
Commuted Maintenance Payments	579	-	(104)	475
COVID 19	1,357	44	(420)	980
Elections Equipment	35	-	-	35
Elections Fund	119	20	-	139
Government Grants	347	-	-	347
Growth and Efficiency Fund	2,171	4,294	(1,127)	5,338
Homelessness	495	-	(87)	408
Joint Local Plan	100	-	-	100
Neighbourhood Planning Grants	109	17	(29)	97
Planning (Legal)	1,182	211	(26)	1,367
Planning Enforcement	45	-	-	45
Repair & Renewals	293	-	-	293
Rough Sleepers	35	-	(9)	26
Strategic Planning	81	130	(1)	210
Temporary Accommodation	284	52	(8)	327
Waste	269	138	-	407
Welfare Benefits Reform	7	-	-	7
Well-being	191	-	(95)	96
Strategic Priorities Wellbeing	1,011	-	(164)	847
Strategic Priorities Economy	1,100	-	(115)	985
Strategic Priorities Housing	1,787	-	(209)	1,578
Strategic Priorities Communities	790	-	(517)	273
Strategic Priorities Project Feasibility	250	-	-	250
Strategic Priorities Corporate Services	200	-	-	200
Inflationary Pressures Reserve	500	-	(500)	-
TOTAL	24,546	6,398	(3,886)	27,058

6. General Fund Capital

1. Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
2. 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 because of the capital investment rather than variances against the plan for a particular year.
3. Capital expenditure for 2022/23 totals £12.318m, against a revised programme (including carry forwards) of £35.135m, as set out below.
4. The main variance contributing to the £624k overspend relates to additional expenditure funded from CIL/S106 monies (£1.024m). This was partially offset by an £442k underspend against the Mandatory Disabled Facilities Grant.
5. Also of note was an adverse variance of £101k for additional recycling bins due to housing growth and the take up of garden waste collection service. This will have generated additional revenue income for the Council.

Contractual commitments are detailed in the table below. These funds were committed in 2022/23 and will be spent in 2023/24. The resources to fund these commitments will also be transferred to 2023/24.

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CAPITAL PROGRAMME 2022/23 - Position as at 31 March 2023	£'000
Revised Capital Programme	35,135
Actual Expenditure	12,318
Underspend against Programme:	(22,817)
Contractual Commitments	379
Carry forward requests	23,062
Net capital programme (underspend) / overspend after commitments:	624

MID SUFFOLK DC CAPITAL PROGRAMME 2022/23 - Position at 31 March 2023	
Contractual Commitments	£'000
Replacement Finance Management System	196
Community Development Grants	183
Total Contractual Commitments	379

6. General Fund Capital (Cont'd)

CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Contractual Commitments	Uncommitted Carry Forwards	Variance after Carry Forwards (underspend)/ overspend	Explanation of major variances
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
General Fund Housing								
Mandatory Disabled Facilities Grant	698	458	1,156	512		202	(442)	The variance represents DFG funding received but not yet spent. Carry-forward not utilised as there is a lack of capacity to enact effective expenditure of an augmented budget in 2023/24
Renovation/Home Repair Grant	100	48	148	120		28	-	Plans to increase staff to promote these grants going forward
Empty Homes Grant	100	269	369	-		369	-	There are plans to appoint a PR company to promote these grants and it is expected that the volume of grants will increase in 2023/24.
Grants for Affordable Housing	-	340	340	-		340	-	A policy is being drawn up with proposals for awarding grants. Unspent allocation to be carried forward and utilised as per the policy.
Total General Fund Housing	898	1,115	2,013	632	-	939	(442)	-
Operations								
Replacement Refuse Freighters - Joint Scheme	2,200	-	2,200	2,035	-	165	-	Underspend is required for a vehicle to be delivered in 2023/24
Recycling Bins	100	-	100	201		-	101	Increased spend due to housing growth and take up of garden waste collection service (generating additional revenue income)
Electric Buses	560	-	560	-		560	-	Delivery of this project has been paused in order to allow more time to collate evidence to support the viability of a pilot scheme.
EV Charging Points	-	-	-	-		-	-	To be financed from CIL
HVO Fuel Storage Tank	-	-	-	-		-	-	Cost of tanks less than anticipated. To be financed from CIL
Public Sector Decarbonisation	-	-	-	0		-	0	Funded by grant
Total Operations	2,860	-	2,860	2,236	-	725	101	-
Communities and Public Access								
Streetcare - Vehicles and Plant Renewals	90	64	154	181			27	New vehicles ordered near the end of the financial year were delivered in 2022/23.
Needham Lake Footpath - Planned Maintenance	60	-	60	17		43	-	
Planned Maintenance / Enhancements - Car Parks	95	288	383	118		265	-	Rate of spend delayed due to resourcing issues.
Total Community Services	245	352	597	316	-	308	27	-

6. General Fund Capital (Cont'd)

CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Contractual Commitments	Uncommitted Carry Forwards	Variance after Carry Forwards (underspend)/ overspend	Explanation of major variances
GENERAL FUND	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Sustainable Communities								
Play Equipment	50	150	200	-		200	-	Lack of staff resources meant that schemes were not progressed during 2022/23. However, tender responses have now been received and progress will be made quickly.
S106 Open Spaces Grants	-	-	-	242		-	242	All to be financed from S106 monies
Community Development Grants	189	181	370	144	183	43	-	The contractual commitment is grants awarded but not paid at 31/03/23. The grants will be paid before December 2023. The uncommitted carry forward will be awarded in 2023/24 in the competitive rounds.
Total Sustainable Communities	239	331	570	386	183	243	242	
Leisure Contracts								
Stowmarket Leisure Centre - Repairs and Renewals	-	1,422	1,422	(4)		1,426	-	Carry forwards to be used for repairs and renewal requirements identified when the condition survey is completed.
Stradbroke Pool - Repairs and Renewals	-	571	571	25		546	-	
Solar Car Ports	-	-	-	(18)		-	(18)	
Total Leisure Contracts	-	1,993	1,993	3	-	1,972	(18)	

6. General Fund Capital (Cont'd)

CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Actual Spend	Contractual Commitments	Uncommitted Carry Forwards	Variance after Carry Forwards (underspend)/ overspend	Explanation of major variances
Assets and Investments								
Other Corporate Buildings	330	105	435	198		237	-	
CIL Funded Infrastructure Grants	-	-	-	782		-	782	To be financed from CIL
Strategic Investment Fund	-	2,929	2,929	103		2,826	-	Expenditure is conversion works at Units in Gipping Way, Stowmarket. Investigating further opportunities for investment.
Strategic Assets - woolpit				20		-	20	This is expenditure which cannot be recovered from CIL. This will be funded from the COVID reserve.
Regeneration Fund	-	-	-	20		-	20	Adverse variance relates to the new car park at Woolpit Health Centre not financed from CIL. Going forward business cases will be drawn up to obtain approval on a case by case basis.
Regeneration Fund - Former Council Offices	-	688	688	175		513	-	
Gateway 14	-	17,750	17,750	7,000		10,750	-	The GW14 capital £10.75m is the money they haven't needed to borrow because of the Range. The total funding sum is being carried forward so that it is available should it need to be drawn down to fund other projects at GW14 and forms part of the long-term strategic discussion.
Mid Suffolk Growth	4,250	-	4,250	-		4,250	-	The £4.25m on MSDC Growth is being carried forward to fund pipeline schemes. Pipeline schemes for MSDC Growth require cabinet approval to drawdown
Wingfield Barns	20	20	40	26		14	-	
Business Hub Cross Street, Eye	285	-	285	(1)		285	(1)	Contractor appointed to carry out the works in 2023/24
Needham Lake Visitors Centre	-	141	141	141		0	-	Centre completed and opened in May 2022.
Total Assets and Investments	4,885	21,633	26,518	8,443	-	18,875	801	-
Corporate Resources								
Replacement Finance Management System	325	-	325	129	196	(0)	-	Budget expected to be fully spent but implementation project running for longer than originally anticipated.
Total Corporate Resources	325	-	325	129	196	(0)	-	-
Customers, Digital Transformation and Improvement								
ICT-Hardware/Software Refresh	150	109	259	157			(102)	Expenditure mainly relates to equipment re EH reconfiguration. Budget carry forward not required.
ICT - CapsUniform	-	-	-	15			15	
Total Customers, Digital Transformation and Improvement	150	109	259	172	-	-	(87)	
Total General Fund Capital Spend	9,602	25,533	35,135	12,318	379	23,062	624	0

6. General Fund Capital (Cont'd)

MID SUFFOLK DC CAPITAL PROGRAMME 2022/23 - Position at 31 March 2023	
Carry Forward Requests	£'000
Gateway 14	10,750
Mid Suffolk Growth	4,250
Strategic Investment Fund	2,826
Stowmarket Leisure Centre - Repairs and Renewals	1,426
Electric Buses	560
Stradbroke Pool - Repairs and Renewals	546
Regeneration Fund - Former Council Offices	513
Empty Homes Grant	369
Grants for Affordable Housing	340
Business Hub Cross Street, Eye	285
Planned Maintenance / Enhancements - Car Parks	265
Other Corporate Buildings	237
Mandatory Disabled Facilities Grant	202
Play Equipment	200
Replacement Refuse Freighters - Joint Scheme	165
Community Development Grants	43
Needham Lake Footpath - Planned Maintenance	43
Renovation/Home Repair Grant	28
Wingfield Barns	14
Total Carry Forward Requests	23,062

Agenda Item 9

MID SUFFOLK DISTRICT COUNCIL

COMMITTEE: Cabinet	REPORT NUMBER: MCa/23/3
FROM: Councillor Rachel Eburne, Cabinet Member for Finance & Resources	DATE OF MEETING: 11 July 2023
OFFICER: Melissa Evans, Director, Corporate Resources	KEY DECISION REF NO. CAB425

HOUSING REVENUE ACCOUNT (HRA) DRAFT FINANCIAL OUTTURN 2022/23

1. PURPOSE OF REPORT

- 1.1 This report summarises the 2022/23 financial outturn for the Housing Revenue Account and Capital Programme. The Revenue outturn position is an overall deficit of £743k and the Capital Programme for the year is underspent by £21.161m.
- 1.2 This is subject to the external auditors' report on the Statement of Accounts for the year, which will be presented to the Joint Audit and Standards Committee once the audit is complete.

2. OPTIONS CONSIDERED

- 2.1 The recommended option is set out in the Recommendations. There are no other available options.

3. RECOMMENDATIONS

- 3.1 That the 2022/23 HRA financial outturn as set out in this report be noted.
- 3.2 That the transfer of £743k, being the HRA revenue deficit for the year (£838k worse than the original budget) from the Strategic Priorities Reserves be approved.
- 3.3 That the HRA capital carry-forward requests totalling £18.388m be approved.

REASON FOR DECISION

To ensure that Members are kept informed of the outturn position for both Housing Revenue and Capital and to approve earmarked reserve transfers and carry forward requests.

4. BACKGROUND

4.1 The HRA Financial Outturn Report for 2022/23 is attached in Appendix A. This covers full year forecasts and performance against budget for the Councils' revenue, capital programme and reserves.

5. LINKS TO THE CORPORATE PLAN

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

6. FINANCIAL IMPLICATIONS

6.1 These are detailed in the report.

7. LEGAL IMPLICATIONS

7.1 There are no specific legal implications.

8. RISK MANAGEMENT

8.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
We may be unable to react in a timely and effective way to financial demands	3	3	Continued monitoring and reporting of the Councils financial forecast via quarterly reports to Cabinet. Reserves available to call upon.	Strategic Risk Register 004MSDC
Service delivery may not be accomplished If economic conditions and other external factors are worse than budgeted for	3	3	Budget control framework in place with Budget Holders and Assistant Directors with the Business Partner model operating effectively to support this. Continued monitoring and reporting of the Councils financial forecast via quarterly reports to Cabinet.	Finance, Commissioning and Procurement Operational Risk Register 005MSDC

9. CONSULTATIONS

9.1 Consultations have taken place with the Directors, Corporate Managers and other Budget Managers as appropriate.

10. EQUALITY ANALYSIS

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

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 In support of the Council's commitment to be Carbon Neutral by 2030, several initiatives have and are being undertaken in relation to the housing and sheltered accommodation stock. These are set out in more detail below.
- 11.2 Since 2020, Mid Suffolk has installed 126 Air Source Heat Pumps in council owned homes.
- 11.3 Working alongside the Energy Savings Trust, every property within our housing stock (via a desktop exercise) has been evaluated, which has provided the council with current energy efficiency levels compared with what could be achieved and the level of investment required to achieve improved energy efficiency. The 'hardest to heat' homes will be targeted first. This now allows us to quantify the cost of capital environmental works to existing homes.
- 11.4 Oil fired / storage communal heating has been replaced with individual heat pumps.
- 11.5 The new homes 'design and technical specification' that incorporates carbon saving solutions will be launched alongside our 30-year Housing Business Plan, which is currently being developed.
- 11.6 Surveyors have been studying for the Retrofit Co-ordinators Diploma by the Retrofit Academy to better support the Council's ambition to retrofit existing properties.

12. APPENDICES

Title	Location
HRA Financial Outturn 2022/23	Appendix A

13. BACKGROUND DOCUMENTS

7 February 2022 Housing Revenue Account (HRA) Budget and Four-year Outlook Report 2022/23 – MCa/21/35

5 September 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 – Quarter 1 - MCa/22/16

5 December 2022 Housing Revenue Account (HRA) Financial Monitoring 2022/23 – Quarter 2 - MCa/22/30

6 March 2023 Housing Revenue Account (HRA) Financial Monitoring 2022/23 - Quarter 3 MCa/22/49

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Housing Revenue Account (HRA) Financial Monitoring 2022/23

Mid Suffolk District Council
June 2023



1. Background

Background

1. The financial position of the HRA for 2022/23 should be viewed in the context of the 30-year business plan. The budget set in February 2022 showed a forecast surplus position for 2022/23 of £95k.
2. A period of five years of annual rent reductions ended in March 2020 and councils were allowed to increase rents by the maximum of the Consumer Price Index (CPI) +1% for a period of five years from April 2020. Due to soaring inflation, this has been capped at 7% for 2023/24. This began to mitigate the impact of the 1% reduction on the 30-year plan. However, due to soaring inflation, rent increases have been capped to 7% for 2023/24, well below CPI.
3. Inflation, measured by the Consumer Price Index (CPI) increased significantly during 2022, reaching a peak of 11.1% in October before dropping to 10.7% in November.
Inflation is having a significant impact on employee costs, electricity costs and the cost of repairs, servicing tools and equipment. These increased costs have been reflected in the forecast variances for 2022/23.
5. With the Council's housing stock at over 3,000 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.

Forecast outturn position 2022/23

1. 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 the current inflationary pressures.

2. Based upon financial performance and information from April 2022 to March 2023 and discussions with budget managers and the Senior Leadership Team, key variations on expenditure and income compared to budget have been identified.
3. There is a net deficit of £743k for 2022/23, an improvement of £89k compared to the Q3 forecast of £832k deficit
4. The key variances that make up this overspend are shown in the following section of this report.

Capital Programme

1. Use of capital and one-off funds is critical and needs to be linked into our future delivery plans.
2. 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, e.g. building new homes, where it is difficult to accurately predict how payments will fall. Members should therefore focus on whether overall outcomes are being achieved because of the capital investment rather than variances against the plan for a particular year.
3. The budget, actual spend for 2022/23 for the HRA Capital Programme is shown in section 3.

2. Housing Revenue Account (HRA)

	Budget	Outturn 2022/23	Variance (underspend) / overspend	% variance
	£'000	£'000	£'000	
Dwelling Rents	(14,969)	(15,141)	(173)	1%
Service Charges	(675)	(643)	32	-5%
Non Dwelling Income	(352)	(362)	(10)	3%
Other Income	(52)	(31)	21	-41%

Total Income	(16,049)	(16,178)	(129)	1%
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Housing Management	3,234	3,569	336	10%
Building Services	3,563	4,126	563	16%
Repairs and Maintenance (all areas except Trades Team)	588	708	120	20%
Depreciation	4,452	4,622	170	4%
Interest payable	2,968	2,790	(178)	-6%
Revenue Contribution to Capital	1,058	1,058	-	0%
Bad Debt Provision	92	48	(44)	-48%
Total Expenditure	15,955	16,921	966	6%

Deficit / (Surplus) for Year	(95)	743	838	
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Dwelling rents: Increase in rental income due to 115 new properties since number of budgeted properties taken as at October 2021 and number of shared ownership properties has increased from 26 in 2021/22 to 29 in 2022/23.

Housing Management:

- £150k increased utility costs
- £97k Increase in staff costs for the pay award and new posts to support service transformation and a Shared Ownership Officer and Defects Co-ordinator
- £68k Capital One Housing Software
- £39k invoices for sheltered housing support services related to 2021/22 paid in 2022/23

- £47k Grounds Maintenance contract increase from Public Realm
- £40k additional council tax payments
- £22k Subscriptions for Housemark, Housing Ombudsman and Acuity etc
- Partially offset by (£196k) NNDR refund to Needham Market Middle School 2017-2023
- Other items (net) – a favourable variance of £11k.

Building Services:

- £281k Repairs overspend on the use of Sub-Contractors to support the Trades Team in completing void properties and a significant increase in cost of materials with some items going up by up to 130%
- £139k increased Employment costs for new Consultant Building Services Surveyors Corporate Manager and additional Agency Costs to give time to fill permanent positions

- £123k increased corporate recharges
- £27k Additional Professional and Consultancy fees, mainly for additional asbestos work
- £24k Increased Contracted Services, mainly for additional sewage work.
- £15k Payments to tenants increase to budget, but in line with prior year actual spend
- Partially offset by (£46k) savings on car leases due to not upgrading the leases

Repairs & Maintenance: Overspend on the use of Sub-Contractors to support the Trades Team in completing a backlog of void and responsive jobs, availability of materials and a significant inflationary increase in cost of materials.

Depreciation: Increase due to the revaluation of dwellings at 31/03/2022.

3. HRA Capital

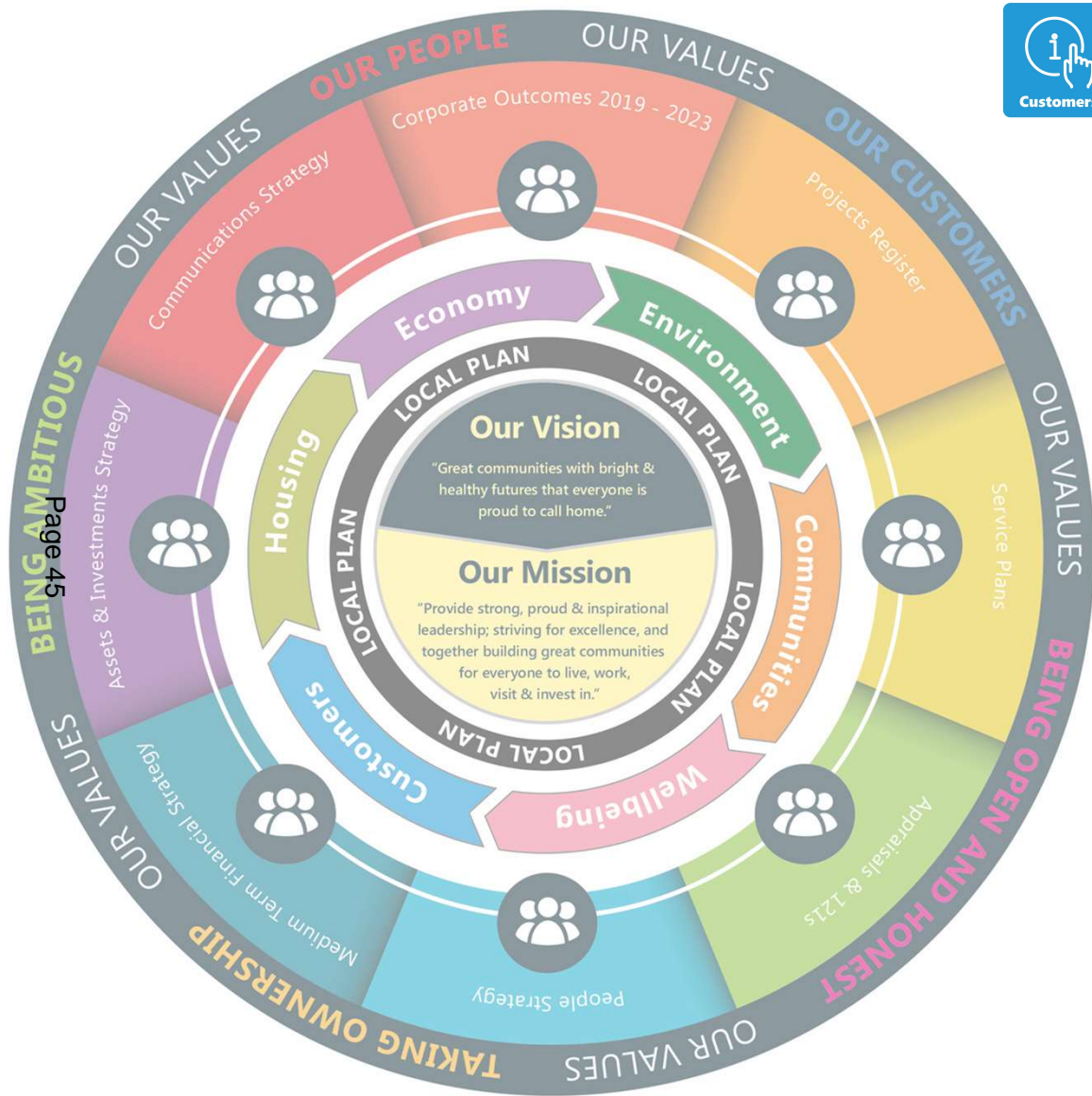
CAPITAL PROGRAMME 2022/23	Original Budget	Carry Forwards / Budget Adjustments	Current Budget	Outturn	Contractual Carry Forwards	Non-Contractual Carry Forwards	Variance after Carry Forwards (underspend) / overspend	Explanation of Significant Variances / Carry Forwards
HOUSING REVENUE ACCOUNT	£'000	£'000	£'000	£'000	£'000	£'000	£'000	
Housing Maintenance								
Planned maintenance	3,386	1,419	4,805	3,087	1,475		(243)	£109k C/F for outstanding GHB roofing contract. £1.361m C/F for the Seagers Kitchens and Bathrooms contract. £5k for outstanding CO2 installs on the Signix contract.
Other Maintenance Work	1,564	190	1,754	718	-	-	(1,036)	There was a lack of technical officer capacity to define needs. Posts subsequently filled and contracts now being procured. Asset Management Strategy will be developed as part of the Building Services Transformation Programme.
ICT Projects	111	-	111	48	-	44	(19)	
Environmental (Neighbourhood) Improvements	-	80	80	-		80	-	
Disabled adaptations to council dwellings	200	300	500	441		59	-	
New Build and Acquisitions								
New build programme inc acquisitions	12,223	23,651	35,874	17,668		18,205	(0)	There have been delays in some projects due to problems with supplies of materials, contractor staff absences and planning issues.
Total HRA Capital Spend	17,484	25,640	43,123	21,962	1,475	18,388	(1,298)	

4. HRA Reserves

MSDC HRA Reserves 2022/2023

	Balance at 1 April 2022	Transfers to	Transfers from	Balance at 1 April 2023
	£'000	£'000	£'000	£'000
Working Balance	(1,209)			(1,209)
Strategic Reserves	(5,737)		743	(4,994)
Building Council Homes Programme (BHCP) Reserve	(20)			(20)
Leaseholder Reserve	(26)			(26)
TOTAL RESERVE BALANCES	(6,992)	-	743	(6,249)

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Quarter 4 Performance Report

Mid Suffolk District Council
June 2023 Cabinet

Agenda Item 10





This performance report covers the period from January to March 2023 (Quarter 4).

Please note:

- This is a high-level report, highlighting how the council is performing against its six key priority areas from the Corporate Plan (2019-27). It also looks in brief towards projects commencing in the next quarter.
- The report has been aligned to the 18 outcomes in our outcomes framework, setting out targets for achievement throughout 2023/24.

Customers

Outcome 1: All our customers are able to access high quality services and support


Quarter 4 Progress on Customer Access:


- We have been testing our live chat service and will look to implement this service for our customers from Q1.
- We have created a new online form for housing solutions so those at risk of homelessness can let us know online, rather than by calling us. We are continuing to deliver our digital skills sessions across libraries and increase our promotion of these services.
- Tenant Satisfaction Survey for 2022/23:
 - 80% of tenants surveyed (1,381) have internet access
 - 69% are satisfied with the online services the council provides
- We received an average of 619 calls per day during Q4. This is broadly in line with anticipated levels, and only 5% higher than the same period the previous year. Increased demand this period was driven by enquiries in relation to council tax bills.
- We also experienced a decrease in our average wait time from 3 mins 44 seconds in Q3 to 2 mins 59 seconds, with incremental decreases in average wait time throughout the month to achieve 1 minute 43 seconds in March.

619/260 
calls per day (av.) total visits to the CAP
(CAP visits up 63% from Q3)


2 mins 59 seconds
average wait time

(down from 3 mins 44 seconds in Q3)


2,679 / 973
chatbot and automated telephone sessions
(32% increase in chatbot and 7% increase in automated telephone)


14%
abandon rate
(down from 18% in Q3)

Customers

Outcome 1: All our customers are able to access high quality services and support

Quarter 4 Progress on Cost of Living:

We have continued to deliver our Cost of Living Action Plan. Key areas of note are:

120
households
signposted

- Ongoing development of an internal 'Fuel Poverty Toolkit', a signposting resource that will help staff identify support for customers struggling with their energy costs.
- Ongoing work to develop a pilot referral process with Anglian Water that will passport Council Tax Reduction claimants onto social water tariffs.
- Working with housing colleagues to develop an FAQ toolkit for contractors who encounter our tenants, including content which centres around support with the cost of living.
- Distribution of the third round of the Household Support Fund, supporting 41 households with support to afford their housing costs, totalling £50,000. And signposting 120 households to alternative support.

41



households supported

(Household Support Fund)

£50,000 of support in Round 3

Customers

Outcome 1: All our customers are able to access high quality services and support

What we plan to do next quarter:

- We will launch our live chat service and monitor the volumes of chats and customer satisfaction scores to understand the demand for this service.
- We will be commencing our sheltered scheme digital skills sessions in two sites across Mid Suffolk to understand how we can support our tenants to go online and feel confident using online services.
- We will be looking to move forward with a pilot that aims to help households in temporary accommodation to access the internet. We will be working with our housing colleagues to create a process before engaging with The Good Things Foundation.
- We will be launching the 'Fuel Poverty Toolkit' through a staff Lunch and Learn, which will also highlight the support available to customers and staff who are impacted by the cost of living.
- We will be continuing to work with Independent Food Aid Network (IFAN) to develop signposting leaflets and a digital form, we will be consulting with stakeholders to finalise content and community distribution locations.
- We will be continuing to work with Anglian Water to design and move forward with the social tariff passporting pilot.

Customers

Outcome 2: Residents have a voice - enabled to democratically engage and empowered to do so

Quarter 4 Progress on Resident Engagement:

- We have continued to work on our new website and have been using customer data and insight to create the structure of our landing pages. We are now working with 54 people across the organisation to help improve our content ahead of the website being launched later in the next quarter.
- We are continuing with the roll out of hybrid meetings allowing members of the public and stakeholders to be able to join our committee meeting remotely and without the need to come into Endeavour House.

Page 50

 **68.5k**
Babergh
Twitter impressions

'impressions' are the number of times a Twitter user sees our Tweets

- Housing continue to deliver a monthly email Bulletin to tenants who have an email address – keeping them updated on services, news and information.
- Tenant Satisfaction Survey for 2022/23; 61% of tenants surveyed felt that we kept them informed.
- Results and feedback from tenants who have completed a Tenant Satisfaction Survey or a transactional survey have been used when developing Housing Service Delivery Plans for 2023/34.

 **1,550**
average daily
web visits

(14% increase from Q3)

 **117,574**
Babergh
Reach for
Facebook

'reach' is the number of unique users who had any content from our Facebook page or about the page enter their screen

Customers

Outcome 2: Residents have a voice - enabled to democratically engage and empowered to do so

What we plan to do next quarter:

- We will continue to work on our new public facing websites and ensure that we provide opportunities to test the site with our customers and make ongoing improvements.
- We will also be asking customers to provide feedback on the most frequently used online forms to allow us to use customer feedback to redesign our online forms.
- A 'tenant engagement open day' is being planned to take place in June 2023 for tenants who have expressed an interest in participating in the delivery of our tenant engagement strategy.
- Housing - we will be going out into communities who have expressed dissatisfaction with their neighbourhoods through Community Action Days to consult with and empower residents to affect change and improvement they want to see in their neighbourhood.
- We will start planning events for National Democracy Week which will take place in October.
- Planning will be carrying out an upgrade to the "Public Access" planning search & comment webpage, which will incorporate updated and improved functionality.

Customers

Outcome 3: Residents are satisfied with Council services

Quarter 4 Progress on Resident Satisfaction:

- Work has been ongoing to develop the new complaints system alongside the digital platform project ahead of launch later this year. The new complaints system will provide greater data insight into complaints received and will help shape work from the lessons that we learn.
- Quarterly complaint taskforces will be held to share data with the relevant service areas to provide the feedback and lessons learned from complaints and we will look to create public facing annual reports to demonstrate changes that have been made as a result.

Tenant Satisfaction Survey for 2022/23:

- 69% of tenants surveyed are satisfied with the services we provide as their Landlord
- 48% of tenants surveyed (1,381), feel that we listen and act on their feedback
- 23% of tenants who have made a complaint in the last 12 months are satisfied with the way their complaint was handled
- The Joint Local Planning Enforcement Plan (JLPEP) went to Full Council in March 2023 and is due to be published online in May 2023, the new plan will help provide greater awareness of the planning enforcement process.
- The Councils received 261 Stage One Complaints in quarter 4, this is a 35% increase from the 193 complaints received in Q3. In 2022/23 there were 858 complaints in total, a 14% increase on the 753 in 2021/22.
- The Councils received 40 compliments in quarter 4, this is a 25% decrease on the 53 compliments received in Q3.

261
Stage 1
complaints



40
compliments



Customers

Outcome 3: Residents are satisfied with Council services

What we plan to do next quarter:

- We have also now joined the institute of customer service and will be looking to work with them to undertake a customer satisfaction survey and work with other likeminded members to create customer satisfaction improvement plans.
- To increase tenant satisfaction, Housing and Customer Service colleagues will be holding an Improvement Day to look at common themes across the survey and how-to drive-up satisfaction and improvement within the service over the next 12 months. Collection of tenant satisfaction data is underway and will be reported to the Regulator in Spring 2024.
- Housing Complaints Taskforce, made up of staff and a tenant, continues to meet quarterly to review complaint handling, including lessons learnt and trends and identify improvements to the service and improvements around the way we handle complaints.
- Other areas who have higher volumes of complaints such as waste and planning services also continue to meet quarterly as part of the complaints task force groups to review complaints and compliments data and find opportunities to improve our services and increase compliments.
- The joint Joint Local Planning Enforcement Plan (JLPEP) will be published in May and a focus on accessible language, clear expectations of what to expect when raising a planning enforcement concern and a flowchart to help customers understand the different investigation steps. This will provide greater visibility around the planning enforcement process to help residents engage with our service.

Wellbeing

Outcome 4: Inequalities are reduced for all groups

Quarter 4 Progress on Reducing Inequalities:

- The inter-generational dementia awareness learning, The Archie Project, is underway in four schools including Great Finborough, Chilton Community, Bosmere and Woodley Primary School. This project aims to make communities more dementia-friendly.
- A new Boccia session has been launched at Mid Suffolk Leisure Centre. The sessions will be delivered in partnership with ActivLives and will be inclusive for all.



12

Care homes supported through dementia friendly offers

- Page 54
- Ageing Well programme with SPOT wellbeing helps residents aged 60+ to age well through exercise, advice and socialising. It is a six week programme with the aim of becoming sustainable afterwards, with communities running the programme with little assistance. Two groups in Debenham and Cotton are beginning to run as independent entities following their completion of the programme. There are also two groups in Eye and Fressingfield currently still working with SPOT wellbeing and they are at full capacity. Within the Debenham group, one attendee was unable to stand up from a chair without assistance before the programme began. After doing the programme for a few months, the attendee is now able to stand up and sit down independently multiple times, albeit cautiously, but is continuing to strengthen their abilities.
 - Two interactive tables were supplied to care homes across Mid Suffolk on a rotation basis for two months. These tables involve memory games and feedback has found that residents enjoy playing the games. Staff have reported increased socialisation and movement between residents because of the group games.

Wellbeing

Outcome 4: Inequalities are reduced for all groups

What we plan to do next quarter:

- Family Fun Days are being organised for the summer holidays in Eye and Stowmarket. The events will be free for all members of the public, however, children and young people who are eligible for free school meals will be able to book activities and request a family lunch. As well as fun activities, there will also be local support services that will provide information on the cost of living and health and wellbeing.
- An options paper is being prepared for Communities Management on possible ways the council may be able to engage young people across the district on themes such as democracy, wellbeing, understanding access to mental health services, physical activity and community safety; providing an avenue for young people to voice their viewpoints on these issues and inform decision making. A project plan based on the recommended suggestions will be formulated containing next steps on how to advance this project.

Wellbeing

Outcome 5: Residents have the best possible opportunities to improve their physical and mental health and well-being

Quarter 4 Progress on Improving Health and Wellbeing:



27,122

Total number of swims across Stradbroke and Mid Suffolk Leisure Centres in Q4

480,852

Visits to Stradbroke and Mid Suffolk Leisure Centres over the past year

- The Youth Social Prescribing contract was awarded to The Mix Stowmarket. This project will place youth workers into high schools in both districts and they will support young people to access activities that boost their wellbeing and resilience.
- Active Schools programme offers children the chance to take part in school sport and activity. It is being delivered by Active Suffolk and 12 schools have been contacted to take part in the programme.

- Building on the successful GP referral programmes at the Everyone Active leisure centres, an exercise for mental health pathway has been developed and began in January for clients with mental health conditions from The Greenlight Trust and The Blossom Charity.
- Working with Activities Unlimited and Everyone Active to support a programme of activities for SEND children including a year use of the Climbing Wall and Playworld at Mid Suffolk Leisure Centre.

Wellbeing

Outcome 5: Residents have the best possible opportunities to improve their physical and mental health and well-being

What we plan to do next quarter:

- Working with Ipswich Borough Council and East Suffolk Council to implement a strength and balance programme with Ipswich and East Suffolk Alliance across our districts and the Ipswich and East Suffolk area for 2023/24.
- Suffolk Walking Festival kicks off at Thornham Walks on Saturday 13 May – 28th May with refreshments and 5 launch jaunts. There are over 70 walking routes, over 350 miles across Suffolk.

Wellbeing

Outcome 6: Families lead active, healthy, safe and independent lives and manage their own health and wellbeing

Quarter 4 Progress:

- The Council's Safeguarding Policy has been revised and drafted by the team and it is due to be adopted in the first quarter. This is being supported by work with HR and Democratic Services teams to put together an updated training programme for staff and members.
- The Council supported the national social media campaign on Loneliness from 30th January for six weeks. Our social media posts have so far gained 1,443 impressions and the posts have been engaged with 44 times (likes/shares/video views) since it started on January 30th.

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7 holiday activities
ran at February
half-term,
supporting
261 children



- BMSDC holiday activities in February half term from 13th to the 17th February. 261 spaces were made available of which 100% were attended. Activities included swimming, family park cooking, adventure days and scavenger hunts.

50 holiday activities have been
available for eligible children over the
past financial year, supporting
2970 children



Wellbeing

Outcome 6: Families lead active, healthy, safe and independent lives and manage their own health and wellbeing

What we plan to do next quarter:

- Working with providers to deliver a successful Easter HAF programme and May Half term activity programme for those children eligible for free school meals.
- The Tour of Britain, the UK's leading cycle race, will return for its 19th edition in 2023. The race will come through Babergh, Mid Suffolk, East Suffolk council areas with the finish in Felixstowe, exact dates are still to be confirmed.

Environment

Outcome 7: Biodiversity is enhanced and protected

Quarter 4 Progress on Biodiversity:

- Biodiversity Strategy – production is underway. The strategy will inform Biodiversity Action Plan refresh.
- Trees, hedges and wildflower applications assessed and determined.
- Tree Planting Strategy - finalisation is underway.
- Preparation of the Grassland Management Strategy is underway.
- Mowing regime changed and being mapped as meadow management across over 85,000m² of grassland. Meadow management well underway with signs installed on relevant areas to both inform the public and invite feedback.
- Contributing towards the Councils' preparation for the implementation of mandatory Biodiversity Net Gain in November 2023 and SCC's production of the Local Nature Recovery Strategy in 2024.
- Continue to gather and validate management and ownership data and mapping information with Strategic Property.

127 trees
and **4,665**
hedgerow plants
distributed



7,700 sqm
wildflower seed
distributed



Environment

Outcome 7: Biodiversity is enhanced and protected

What we plan to do next quarter:

- Using volunteer teams to complete the mulching of new planting in Essex Avenue.
- Assess 2023/24 applications for trees, hedges and wildflower planting.
- Issue drafts of both the Tree Planting Strategy and Grassland Management Strategy for consultation.
- Commence work on Biodiversity Strategy.
- Continue to work on Biodiversity Action Plan.
- Monitor meadow management areas, both for their condition and public response to them.
- Biodiversity Net Gain implementation - continued involvement including helping to identify potential offsite delivery sites, and production of Local Nature Recovery Strategy.
- Working with the Communities Team, aim to increase volunteer activity in conservation work across the district.
- Following joint data and mapping work, Strategic Property and Public Realm will develop Asset Action Plans linked to Biodiversity Action Plan.
- Explore increased public engagement with management of land-locked open space.

Environment

Outcome 8: Babergh and Mid Suffolk have a low carbon footprint

Quarter 4 Progress on Climate Change:

- Refresh current Carbon Reduction Management Plan, updated with progress since inception but now to look at areas of focus for the next 12 and 24 months.
- OZEV external funding of £316k for new EV charging points moved to implementation phase.
- Ongoing development of EV Chargepoint implementation Plan for the District
- Review opportunities for further carbon reductions at leisure centres.
- Establish property list of other carbon emitting buildings for future retrofit consideration.
- Reviewed 2021/22 Greenhouse Gas Report detailing progress on corporate emissions.

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What we plan to do next quarter:

- Commission a review of performance of clean power installations on Council assets and operations and maintenance contracts
- Forensic review of energy usage to better understand performance across its estate
- Complete recruitment of Climate Change Manager and 2 x project officers for the team
- Continue to support local communities ambitions for local energy through the Suffolk Climate Change Partnership
- Continue to work across councils and with Suffolk County council to bring forward priority schemes in the LCWIP

Environment

Outcome 9: Babergh and Mid Suffolk are healthier, safer and sustainable places

Quarter 4 Progress:

- Ensure that food safety resources are targeted at higher risk inspections and those prioritised by the Food Standards Agency (FSA) . All high-risk interventions due, have been prioritised and interventions undertaken during 2022/23 for businesses rated A (Highest Risk) to D (Lowest Risk).
- There has been growth in 'new' business registrations and/or change food business operator since the pandemic.
- A new Food Standards Agency (FSA) delivery model is currently out for consultation to relevant stakeholders and will be ready for implementation in 2023/24.
- Garden waste subscribers – increased by 176 subscribers to 18,544 compared to Q3.
- Contaminated recycling rate is 9.9%, lower than the 12-month rolling average of 10.2%.
- There were 100 Fly Tipping Incidents in Q4: 15 on private land, 56 highway, 7 council land, 32 'other household waste', 8 'black sacks', 18 construction waste, 9 white goods, 5 green waste, 10 tyres.
- Fixed Penalty Notices – 2 issued for fly tipping, 2 for household duty of care and 1 for duty of care investigations.
- New pay and display machines installed in all our Stowmarket car parks (14 machines).

18,544



Garden waste subscribers

9.9%

of recycling collected was identified as contaminated or too small to process (under 45mm)



100

Incidents of fly tipping



Environment

Outcome 9: Babergh and Mid Suffolk are healthier, safer and sustainable places

What we plan to do next quarter:

- We are planning to migrate all data management systems in public protection and public realm to upgraded software during Quarter 1 2023/24.
- Recruitment will commence for a Trainee/Apprentice Environmental Health Officer in Public Protection for succession planning and helping meet our increased staff resource.
- As part of the new Food Standards Agency (FSA) delivery model consultation, the Councils will be attending a Local Authority Stakeholder event in April 2023.
- We will be participating in the Needham Market Earth Day public event, to promote recycling, home composting, and Food Savvy campaign to local residents.
- We are organising 2 Compost giveaway events in Eye and Needham Market in May 2023.
- We will take part in Stowmarket Food and Drink Festival to promote Food Savvy campaign in July 2023.
- We plan to participate in the Stowmarket Family Fun Day public event to promote recycling and Food Savvy campaign in July '23.
- Waste services continue to work with local primary and secondary schools to promote recycling and waste management with pupils.
- Special parking provisions to be provided for the Primadonna Festival (Stowmarket) on 28th-30th July.
- Working towards the launch of a 'virtual' season ticket option in our car parks, providing our customers with greater convenience.
- Conducting a full review of the car park tariff boards – new boards will help customers understand the restrictions and ensure that all car parks are enforceable.

Economy

Outcome 10: Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient

Quarter 4 Progress:

- Pre-planning application completed for Stowmarket Health, Education and Leisure Facilities (SHELF) . Cabinet and Council approved submission of the planning application and funding for stage 4 design work. Submission of planning application for the scheme.
- Contract signed for the commencement of the construction works. Finalised the operator tender and process for Cross Street, Eye.
- Skills and Innovation Centre on G14: Arranged with architect next building layout option with increased workspace and teaching flexibility. Sourced conferencing and social impact evidence base for viability assessment.
- Grant funding applications submitted. Design agreed with funder for changing places facilities at Stradbroke Swimming Pool and Leisure Facilities.
- Funding and delivery of successful Sustainable Travel community engagement event at Needham Lakes, in partnership with SCC
- Hosted “bike doctor” sessions for staff at Endeavor House
- Communities Together East Anglia (Mid Suffolk) received funding for their Rural Innovation project (‘Chatty Bus’ providing transport across district)
- Progress delivery of projects and workstreams for Freeport East following final FBC approval. MOU agreed with Government following Westminster launch event.
- Grant funding applications submitted for Changing Places toilets. Design options being produced.

Economy

Outcome 10: Babergh and Mid Suffolk's places and economy are supported to be innovative, green and resilient

What we plan to do next quarter:

- Stowmarket Health, Education and Leisure Facilities (SHELF) – Stowmarket, Work on full business case including Head of Terms for Chilton fields and Nursery. Negotiations with a number of potential tenants are underway.
- Instalment of changing place facilities – Stradbroke Leisure Centre – Tender for the works and appointment. Work to commencement in Autumn to limit operational impact.
- Innovation unit - Cross Street, Eye. Construction work to commence w/c 3rd April and operator tender to be released. Heads of Terms to be signed with Eye Town Council
- Fund and facilitate the provision of 4 x Bike Maintenance Stands across public places in Mid Suffolk
- Prepare a reconsidered cabinet proposal for Mid Suffolk rural transport/DRT pilot funding
- Produce an EV Infrastructure Implementation Plan
- Launch internal behaviour change campaign around using EV pool cars for work related travel
- Development of a digital infrastructure plan to identify areas that need additional investment in high-speed broadband
- Continue work with Suffolk County Council and other relevant partners to seek opportunities for, and help to facilitate the delivery of Active Travel/LCWIP schemes, and continue a pilot phase within the CIL expenditure framework to fund LCWIP schemes – working up a methodology to progress schemes to the point that they can apply for delivery funding.

Economy

Outcome 11: We will become a growing area for Innovation, Enterprise and Creativity in the East

Quarter 4 Progress:

- Pilot project arranged in partnership with Hypha Studios and Fox Yard Studio to offer free exhibition and studio opportunities for artists and creative makers for up to 6 months in 27 Ipswich Street, Stowmarket.
- Security and accessibility testing completed for new Inward Investment website.
- Culture, Heritage and Visitor Economy Strategy adopted by cabinet. Stakeholder action plan workshops delivered with over 95 people engaged.
- Development and launch of new business grants scheme funded by RPF focused on sustainability and carbon reduction
- Received approval of our Rural England Prosperity Fund Investment Plan (addendum to UK SPF).
- Delivery of UKSPF programme commenced and first end of year returns completed
- Agreement reached with other Suffolk LAs and the New Anglia LEP on provision of a county wide business support programme funded via UKSPF
- Tender for start-up business support contract published
- Next stage of consultation on priorities and themes for Stowmarket Wayfinding & Placemaking took place in January.
- Continued to support plans for developing key employment sites including G14 and Port One.
- Further development of the Love Explore platform which now includes 8 games and 11 trails across Mid Suffolk – launch events held to promote access to this platform
- Commissioned SAC to carry out Food & Drink consultancy to help understand the strength of the sector and identify opportunities for growth



Capital funding
of **£821,658**
approved for
Rural Prosperity
Fund across 2
years

Economy

Outcome 11: We will become a growing area for Innovation, Enterprise and Creativity in the East

What we plan to do next quarter:

- Completion and launch of new Inward Investment website.
- Culture, Tourism and Heritage Strategy - Online stakeholder engagement event post Easter leading to development of action plan to be produced by the end of June. Production of video to be released for launch including stakeholders, businesses and strategy overview and actions over the next 5 years
- Select successful artists/creatives for Hypha Studios pop-up arts space in Stowmarket - Gallery and exhibition space to open in early May and run until October. Depending on the success of this, and the desire for units by artists, this pilot will help with evidence how desirable the spaces could be and a business plan will be produced to be used for future funding.
- Further explore the idea of an e-bike rental scheme with Eezybike in Stowmarket
- Continue to produce content for Visit Suffolk and promote locations for Screen Suffolk locations database.
- Begin project planning for Local Energy Showcase in 2023.
- Contract to be let for start-up business support tender in May
- Commence delivery of year 2 SPF programmes
- Submit SPF end of year report and “credible plan” to DHLUC by deadline on 2 May
- Develop capital grant funding pack and commence delivery of Rural Prosperity Fund projects
- Complete food & drink consultancy and identify next steps to support this significant sector
- Review opportunities for setting up specialist sector groups to support business to business engagement

Economy

Outcome 12: Babergh and Mid Suffolk communities are supported to be the best skilled workforce across the East with high levels of aspiration

Quarter 4 Progress:

- Enterprise challenge held in 2 schools within the District, participation grants awarded to the 3 schools completing the challenge to be used towards careers support and interventions in school.
- Innovation Manager appointed for Innovate to Elevate programme with partner University of Essex and first 3 businesses signed up to the programme
- Reviewed end of first quarter of Lapwing programme delivery
- Worked with SCC and Suffolk Chamber on the development of the LSIP (Local Skills Improvement Plan)
- Worked with Planning and local developers on development of Skills & Employment Plans to ensure local employment is maximised from local commercial developments

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What we plan to do next quarter:

- Review other findings of Skills report by Respublica e.g. real time local labour market observatory.
- Carry out full review of the skills and employability programmes delivered over the last year including Careeriosity and the Enterprise Challenge.
- Development of a specialist recruitment support programme for businesses funded by SPF
- Working with SCC and other LA partners on development of skills and employability programmes for wider SPF programme

Communities

Headline Performance Indicators



Community Grants



Community Safety

Anti-Social Behaviour cases in Q4;

151
Total ASB cases reviewed in Mid Suffolk April 2022 – March 2023

- 4** New ASB cases received at the ASB partnership panels
- 28** New ASB cases received separate to those discussed with the ASB partnership panels
- 3** ASB cases open more than 6 months
- 1** ASB community triggers called for

The Anti-Social Behaviour (ASB), Crime and Policing Act 2014 introduced the Community Trigger. The trigger is designed to give victims of ongoing ASB the right to request a review of their case and bring agencies together to take a collaborative approach to finding a solution.

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Quarter	Capital Grant Allocation	Minor Grants Awarded	Section 106 Allocation	VCFSE Organisations supported through revenue grants
1	£207,872	£14,749	£234,500	19
2	£91,445	£1,000	£8,127	
3	£115,518	£0	£1,345	
4	£111,928	£0	£54,620	
TOTAL	£526,763	£15,413	£298,592	19

Allocation - Grants that have formally been offered to projects/groups.

Communities

Outcome 13: Communities have the capacity and are supported and empowered with the infrastructure and skills to maximise opportunities and thrive

Quarter 4 Progress:

- CIL Expenditure Framework Review 5 was approved at Mid Suffolk Full Council meeting in March 2023.
- 6 CIL Bids were taken to Mid Suffolk Cabinet in March 2023 for recommendation for approval. All bids were approved with a total spend allocation of £156,126.44. The bids included play areas, improvements to Health Centre, new footpath, church lavatory project and village car park.
- Great Blakenham Village Hall and Recreation Ground received £50,000 of Section 106 funding in January which means that the play area can be renewed and reopen. A total of £54,660.83 Section 106 funding has been awarded by Mid Suffolk District Council this quarter.
- VCFSE Resilience Funding has been awarded to 22 organisations across the Mid Suffolk District. The fund can be used by VCFSE organisations to cover costs such as energy, bills, expenses, administration and training. This fund is helping to empower organisations and the communities that they serve.
- Across Babergh and Mid Suffolk, a total of £196,898 has been processed in locality awards. Wilby Women's Institute was awarded a locality award to be spent on exercise equipment including netball goal posts and netball carry bag. As a result of this, Wilby WI can run regular exercise sessions such as walking netball which has helped them to maintain regular social contact and improve their health and wellbeing.



Communities

Outcome 13: Communities have the capacity and are supported and empowered with the infrastructure and skills to maximise opportunities and thrive

What we plan to do next quarter:

- CIL Bid round 11 opens in May 2023 for acceptance of CIL Bid applications
- The fourteenth round of parish payments will be made to the parishes in April 2023 from CIL income collected from October to March 2023
- The first round of capital funding and Community Development funding will open for applications. Applicants will be asked to identify the key outcomes that will be achieved as a result of the funding as well as how they will measure the outcome – what success will look like. Capital funding will be made available through 3 funding rounds, whilst Community Development funding will be available through 2 funding rounds across the year.

Communities

Outcome 14: Our places and their communities are well connected and valued by residents and visitors

Quarter 4 Progress:

- An in-person Parish and Town Liaison meeting took place at Stowmarket in February - this provided an opportunity for Parish and Town Councils to find out more on what is happening in Planning, the forthcoming Elections, and the Communities Team locality way of working.
- Suffolk Volunteering Strategy has been drawn up and will be taken to People's Board in April. This policy will help build capacity and resources of community and voluntary organisations across the districts as well as strengthen connections between council staff and communities.
- Free Mental Health First Aid Course held online for VCFSEs - 15 available spaces, 10 filled and 4 dropped out which meant a total of 6 people completed the course. The next course is due to begin in April.
- As part of Employee Supported Volunteering (ESV) week, Mid Suffolk District Council and Community Action Suffolk hosted an Employer Supported Volunteering Networking event in Stowmarket. Local businesses had the chance to connect in-person with charities and causes in their area that need volunteers to support the work they are doing.

Communities

Outcome 14: Our places and their communities are well connected and valued by residents and visitors

What we plan to do next quarter:

- The third round of Mental Health First Aid training for VCFSE organisations will open.
- Training to support volunteer managers in the VCFSE will be made available.
- Volunteers' Week (1st-7th June), volunteer recruitment market stands will be taking place in Mid Suffolk.
- Follow up "Let's Talk Volunteering" coffee and cake catch ups are being planned across the District for late June
- Support for Social Enterprises project will be launched offering bespoke support for existing and new organisations.

Communities

Outcome 15: Our communities are high quality, safe, healthy and attractive

Quarter 4 Progress:

- Created a Domestic Abuse Champions Network within the Councils to develop a strong internal approach to domestic abuse. Over the past financial year, the number of DA Champions, helping to support victims of domestic abuse has increased from 10 to 37 members of staff across BMSDC, including our CEO Arthur.
- Delivered two Criminal Exploitation workshops to BMSDC staff in partnership with Suffolk Constabulary and Suffolk County Council. The sessions focused on understanding exploitation, what we're seeing in Suffolk, our collective contribution and responsibilities to identify and disrupt it, as well as tools and partnerships to support our responses. Over 25 people attended.
- Continued the work around the new Serious Violence Duty, talking a multi-agency approach to prevent and reduce serious violence.
- Supported the National Sexual Abuse and Sexual Awareness Week (6-12th February), raising awareness and promoting services from statutory bodies and third sector organisations that can help and support victims and survivors of Sexual Abuse and Sexual Violence.
- Participated in several Community Engagement events across the district with various partners including Criminal Exploitation Hubs and Suffolk Constabulary. The aim of building stronger links with our communities and community groups to help identify, support, and protect communities from the risk of crime and disorder.

Communities

Outcome 15: Our communities are high quality, safe, healthy and attractive

What we plan to do next quarter:

- Community Safety Team are looking to conduct a Street Survey in Stowmarket on the themes of crime, youth nuisance and anti-social behaviour.
- Progress work around the new Serious Violence Duty.
- Develop and support the work around Modern Slavery, including delivering workshops to BMSDC staff on raising greater awareness of this abuse, to help support staff to identify and respond effectively to refer potential victims of modern slavery into support, where appropriate.
- Continue to monitor and evaluate the effectiveness of CCTV cameras, analysing data, looking at trends and hotspot areas.
- Continue to support the Western Suffolk Community Safety Partnership, Chair and Vice Chair.
- Support further Community Engagement events alongside partners focusing on the themes of crime, youth nuisance and anti-social behaviour.

Housing

Outcome 16: Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

Quarter 4 Progress:

- Phase 2 demolition works on a Council owned site at Paddock House, Eye to enable the delivery of 16 new affordable homes
- 31 units delivered in last quarter – 25 x rented and 6 x shared ownership
- Grant funding received following completion of Needham Market Middle School site
- Marketing of 10 new shared ownership properties
- 14 shared ownership properties are under offer and progressing through to completion
- 6 Mutual Exchanges happened this quarter along with 1 Right to Buy sale
- Tenant Satisfaction Survey results for 2022/23:
 - 69% of tenants surveyed (1,381) feel we provide a safe home;
 - 62% feel we provide a home that is well-maintained;
 - and 70% of tenants are satisfied with life nowadays.

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New Affordable Homes
Built or Acquired

52



Households currently in
temporary accommodation

68



Properties relet
(not temporary
accommodation)

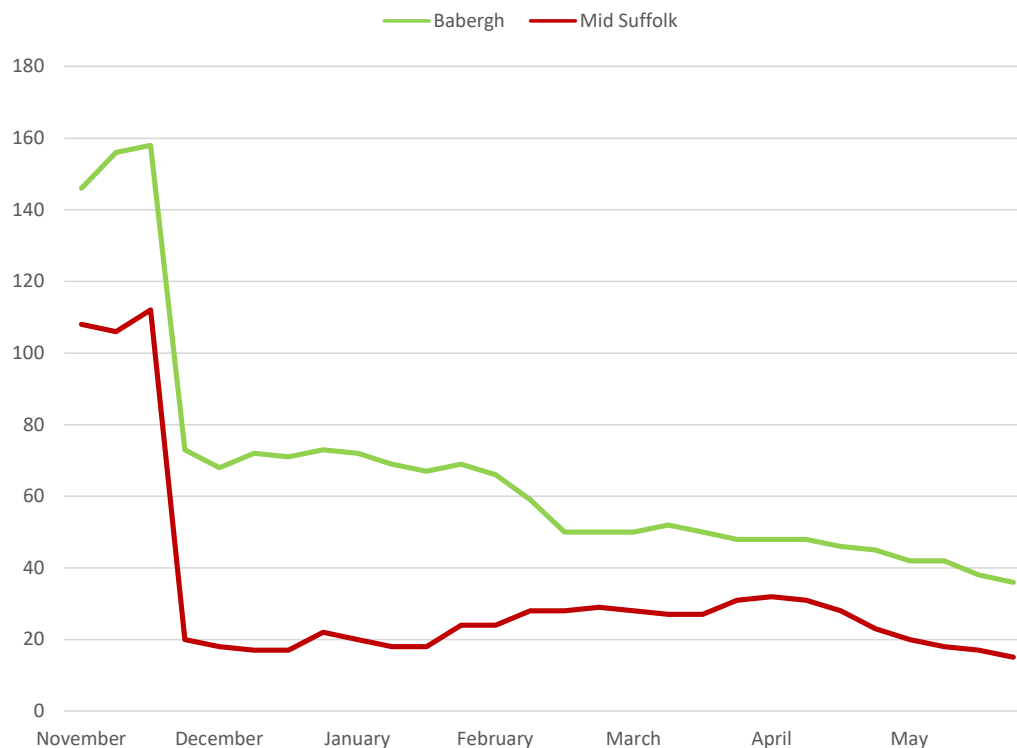
What we plan to do next quarter:

- To drive up tenant satisfaction, Housing colleagues will be holding an Improvement Day to look at common themes across the survey and how-to drive-up satisfaction and improvement within the service over the next 12 months. Collection of tenant satisfaction data is underway and will be reported to the Regulator in Spring 2024.
- 23 units due to deliver in next quarter – 19 x rented and 4 x shared ownership

Housing

Outcome 16: Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

Gas Compliance (Backlog Reduction Nov 22 to Jun 23)



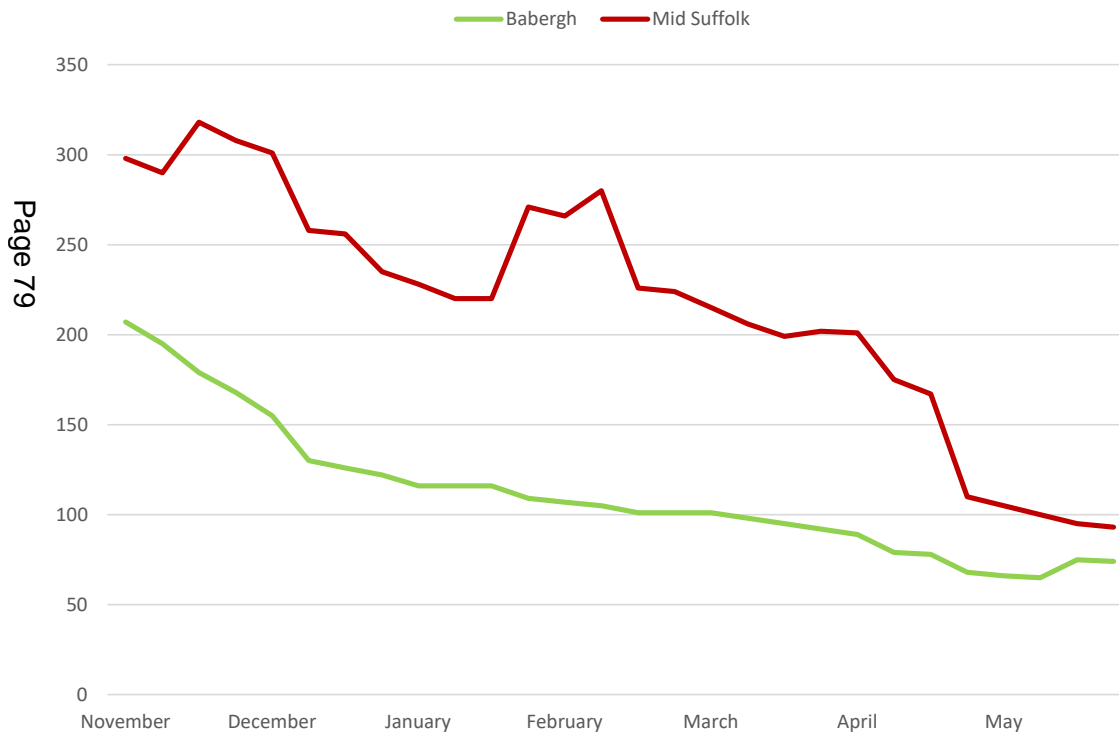
The gas compliance checks in Babergh properties increased from 17 at the end of Q3 to 27 at the end of Q4. It has since reduced steadily, and at time of publication (June 2023) the backlog is 15.

The remaining overdue services have been handed back to BMSDC from contractor due to no access. Injunction requests are being referred to BMSDC legal services for court application and tenants advised injunctions have been applied for.

Housing

Outcome 16: Residents are settled, safe and healthy in affordable and high-quality homes that meet their needs

Electric Compliance (Backlog Reduction Nov 22 to Jun 23)



The electric compliance checks in Babergh properties reduced from 258 at the end of Q3 to 206 at the end of Q4 and is continuing to reduce steadily. At time of publication (June 2023) the backlog is 93.

Of the certificates received there are a number that require secondary sign off by a supervisor. We are currently investigating if these can be signed off digitally in bulk or if they will need to be signed off on an individual basis by a supervisor.

Aaron have a 3-month programme in place to revisit any overdue properties and to hand back to BMSDC for injunction requests to be applied for.

Housing

Outcome 17: Residents have a say in the future of housing

Quarter 4 Progress:

- Tenant Satisfaction survey results for 2022/23 show that 48% of tenants surveyed (1,381), feel that we listen and act on their feedback. The average of all Landlords (69) that work with Acuity to collect tenant satisfaction is 64%.
- Progress against the Tenant Engagement Strategy delivery plan – 10 of the 28 actions are either completed or in progress and we have provided an update on our website so tenants can hold us to account. Consulted with a group of our tenants on how we will report our Housing performance going forward and developed some tenant friendly visuals which will be used on our website and through our My Home email Bulletin.
- Through benchmarking with other landlords just one of the twelve measures pictured right (kept informed) is above the median (10% above) and in the top quartile. The remaining measures all fall below the median by between 9% and 42%. The upkeep of the communal areas and treating tenants fairly and with respect are in the third quartile but the other measures, including the overall satisfaction, the home, repairs and communication issues all fall into the lower quartile. The biggest difference is for the complaints handling; 42% below the group median.

Key Metrics Summary Q4 2022/23



Housing

Outcome 17: Residents have a say in the future of housing

What we plan to do next quarter:

- Our new Tenant Engagement Co-Ordinator will start at the end of May, bringing the engagement team up to two full time members – which will further enhance our work in involving tenants in the management of their housing services.
- We will be launching the tenant friendly visuals (dashboards) this quarter on our website and through our email Bulletin.
- We are about to embark on a project around Social Housing Stigma by engaging with tenants who have told us that they feel that they aren't treated fairly or with respect.

Housing

Outcome 18: Homes are sustainable, with reducing carbon emissions, that are future proofed to meet resident needs

Quarter 4 Progress:

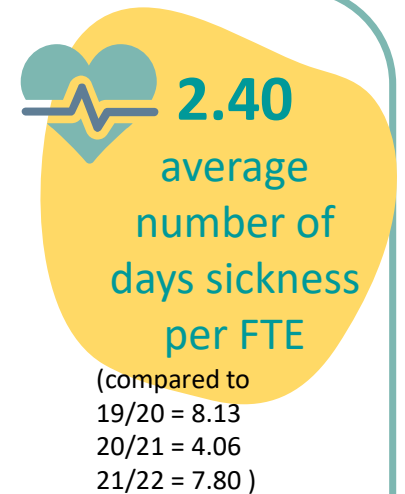
- Continue programme of assets reviews, including energy audits, a compliance review and compiling an asset inventory for general fund held land and property and recording data in Uniform/CadCorp.
- New homes being designed in accordance with the New Design Guide and Specification that sets out the Councils low carbon aspirations for new council homes that they build and allow for adaptable living
- 23 dwelling planning applications approved in the period, providing a total of 36 new homes.

Health of the Organisation

Outcome 19: Develop and implement a comprehensive 'People' Strategy that ensures we are a great organisation to work for, that our people are supported to learn and grow, energised and enabled to deliver our ambitions

Quarter 4 Progress:

- Continued to work on our overall pay and reward project, including making significant progress with the 300 + job evaluation interviews with employees.
- Developed content for aspiring leadership and management development programmes.
- Continued the work on our Equality, Diversity and Inclusion Programme and recruited and trained E,D & I champions across the Councils.
- Recruited and trained additional mental health first aiders and delivered refreshed training for existing MHFAs.
- Continued the work on our HR policy and process review
- Developed the Financial Wellbeing section of our internal intranet for our employees to signpost support in response to the Cost of Living pressures.
- Commenced training with line managers around effective and people focused 121s
-



Health of the Organisation

Outcome 19: Develop and implement a comprehensive 'People' Strategy that ensures we are a great organisation to work for, that our people are supported to learn and grow, energised and enabled to deliver our ambitions

What we plan to do next quarter:

- Conclude the 300+ job evaluation interviews and move to next stage of Pay and Reward Review
- Go live with the line manager support webinars on change
- Go live with the line manager dashboards as part of the Oracle reporting functionality
- Commence work on the learning management system element of Oracle (the new HR Information system)
- Continue the work on our people data provision
- Selection of potential providers for our Equality, Diversity and Inclusion programme, following the tendering process
- Selection of potential providers for our Leadership and Aspiring Leaders Programme following the tendering process
- Review our current employee survey provision and develop next steps

Health of the Organisation

Outcome 20: Provide robust effective management of the Councils finances, including our capital projects and contracts. We will use our resources in a sustainable way and prioritise based upon our Corporate Plan.

Quarter 4 Progress:

- 2022/23 General Fund and HRA Q3 Financial Monitoring report presented to Cabinet
- 2022/23 Half Year Treasury Management Outturn presented to Council
- 2023/24 Budget presented to Cabinet and Council
- 2023/24 Capital, Investment & Treasury Management Strategies presented to JASC and Council
- Complete alignment phase of the replacement Financial Management System project
- 81.95% council tax payers using Direct Debit
- 46.46% of business rates payers using Direct Debit

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98.20%

Mid Suffolk council tax collected in 2022/23
(82% customers pay by Direct Debit)



98.33%

Mid Suffolk business rates collected in 2022/23
(47% customers pay by Direct Debit)

Health of the Organisation

Outcome 20: Provide robust effective management of the Councils finances, including our capital projects and contracts. We will use our resources in a sustainable way and prioritise based upon our Corporate Plan.

What we plan to do next quarter:

- Resume 2020/21 audit
- Publish draft 2023/24 Statement of Accounts
- Support colleagues in Building Services as they develop and implement a procurement plan.
- Produce updated drafts of Contract Standings Orders and the Procurement Manual
- Commence testing of new Financial Management System and recruit systems champions from service areas

Health of the Organisation

Outcome 21: Effective and efficient management of our property portfolio to make the best use of our assets

Quarter 4 Progress:

- Successfully occupying refurbished office space in Endeavour House – post occupancy evaluation to be undertaken as part of project review
- Outline Business Case and Budget approved for Depot Project
- Continue programme of assets reviews, including energy audits, a compliance review, condition surveys and compiling an asset inventory for general fund held land and property and recording data in Uniform/CadCorp
- Start on Site of The Range property at Gateway 14, completion due November 2023
- Completion of Road Infrastructure at Gateway 14

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What we plan to do next quarter:

- Progress Touchdown accommodation project establishing staff working group and undertaking all staff survey to identify end user requirements
- Prepare Company Business Plans for approval
- Submit speculative reserved matters planning application for Plot 2000 at Gateway 14
- Appointment of Contractor to deliver Phase 2a of Former HQ site at Needham Market

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Agenda Item 11

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/23/5
FROM: Cllr Richard Winch - Cabinet Member for Housing and Property	DATE OF MEETING: 11 th July 2023
OFFICER: Deborah Fenton – Director of Housing	KEY DECISION REF NO. N/A

Update on the Regulator of Social Housing referral and our current compliance position

1. PURPOSE OF REPORT

- 1.1 To share with members the update on our recent meeting with the Regulator for Social Housing. In addition, to give members an update and context on our compliance report.

2. OPTIONS CONSIDERED

- 2.1 None

3. RECOMMENDATIONS

- 3.1 That members note the report.

REASON FOR DECISION

To ensure that members and senior leaders of the councils have oversight over a journey with the regulator back to a position where we are compliant.

4. KEY INFORMATION

- 4.1 Central Government and the English Regulator for Social Housing are in the process of introducing new regulatory requirements on all social landlords, including local authority landlords of more than 1000 properties.
- 4.2 Following the diagnostic exercise on Compliance, which was started in 2020, a referral was made to the Regulator of Social Housing in November 2022 regarding concerns about compliance. As you are aware, this resulted in a regulatory judgement. The CEO, Deputy CEO and Director of Housing meet monthly with the regulator.
- 4.3 Following the commencement of our diagnostic around the compliance and the subsequent referral to the Regulator, significant progress has been made, including the following:
- Recruited a specialist to support us in carrying out procurement.
 - Ensuring we have more robust data across all compliance areas, helping us to manage our properties better.
 - Reduction in outstanding compliance actions.
 - Relocated the damp and mould work to the compliance team and agreed to outsource to a special contractor so urgent cases can be actioned promptly.
 - Completed the Compliance diagnostic, consulted with staff on the changes and started the restructure.

- Interim structural changes, resources and new processes.
- Appointment of external IT housing specialists.
- Recruitment of new roles to help lead the transition to excellence.

5. Regulator for Social Housing

5.1 The Regulator for Social Housing is pleased with our progress and continuing plans to deliver full compliance. Meetings are held each month and discussions include:

- Compliance
- Damp and Mould
- Transformation

5.2 Meetings will continue until the Regulator is confident of our return to compliance.

5.3 Our compliance will be reviewed by an external auditor to give us and the Regulator assurance. We are in the process of putting this in place.

6. Compliance update

6.1 The table below shows the updated compliance position as of 18th June.

6.2 It should be noted that the halt in progress in electrical testing, smoke alarm and CO installation is due to our current contractor failing. We have produced an exemption and issued an emergency contract. That has taken time and our progress has been delayed. The contract is now in place and letters have been sent to outstanding addresses. Progress has begun with the first appointments being executed. We can expect progress to be ongoing.

6.3 Our action plan can be found below.

7. Contractor Update

7.1 Members will be aware that our contract with Aaron Services (whole house contract) has been failing; after carrying out work internally to ensure we carry out the correct process, we have now given 13 weeks' notice to Aarons, informing them that we will be reducing the term of their contract.

We have two contractors ready to take on the servicing contract from Aarons and are working with those contractors to ensure that mobilisation is planned appropriately.

		NO. OVERDUE @ 26.03.23		NO. OVERDUE @ 02.04.23		NO. OVERDUE @ 09.04.23		NO. OVERDUE @ 16.04.23		NO. OVERDUE @ 23.04.23		NO. OVERDUE @ 30.04.23		NO. OVERDUE @ 07.05.23		NO. OVERDUE @ 14.05.23		NO. OVERDUE @ 21.05.23		NO. OVERDUE @ 28.05.23		NO. OVERDUE @ 04.06.23		NO. OVERDUE @ 11.06.23		NO. OVERDUE @ 18.06.23	
HEATING																											
1	GAS SAFETY CHECK (DOMESTIC) - BABERGH	52	↑	50	↓	48	↓	48	↔	48	↔	46	↓	45	↓	42	↓	42	↔	38	↓	36	↓	35	↓	35	↔
2	GAS SAFETY CHECK (DOMESTIC) - MID-SUFFOLK	27	↓	27	↔	31	↑	32	↑	31	↓	28	↓	23	↓	20	↓	18	↓	17	↓	15	↓	13	↓	12	↓
3	GAS SAFETY CHECK (COMMERCIAL) - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
4	GAS SAFETY CHECK (COMMERCIAL) - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
ELECTRICAL																											
5	ELECTRICAL TESTING - DOMESTIC DWELLINGS -BABERGH	98	↓	95	↓	92	↓	89	↓	79	↓	78	↓	68	↓	66	↓	65	↓	75	↑	74	↓	73	↓	69	↓
6	ELECTRICAL TESTING - DOMESTIC DWELLINGS - MID SUFFOLK	206	↓	199	↓	202	↑	201	↓	175	↓	167	↓	110	↓	105	↓	100	↓	95	↓	93	↓	92	↓	91	↓
7	ELECTRICAL TESTING - COMMERCIAL - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
8	ELECTRICAL TESTING - COMMERCIAL - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
FIRE SAFETY																											
9	FIRE RISK ASSESSMENTS - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
10	FIRE RISK ASSESSMENTS - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
11	FIRE RISK ASSESSMENT ACTIONS / WORKS BY PRIORITY - BABERGH																										
	(Immediate action) AA	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
	(Action within 8 weeks) A	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
	(Action within 18 weeks) B	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔	2	↔
	(Action within 52 weeks) C	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
12	FIRE RISK ASSESSMENT ACTIONS / WORKS BY PRIORITY - MID SUFFOLK																										
	(Immediate action) AA	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
	(Action within 8 weeks) A	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
	(Action within 18 weeks) B	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
	(Action within 52 weeks) C	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
13	SMOKE DETECTOR INSTALLATION - BABERGH	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	1002	↔	958	↓
14	SMOKE DETECTOR INSTALLATION - MID SUFFOLK	854	↔	854	↔	854	↔	854	↔	854	↔	854	↔	854	↔	854	↔	854	↔	854	↔	798	↓	779	↓	707	↓
WATER HYGIENE																											
15	WATER HYGIENE SERVICING / TESTING - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
16	WATER HYGIENE SERVICING / TESTING - MID SUFFOLK																										
ASBESTOS																											
17	ABSESTOS REINSPECTIONS - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
18	ABSESTOS REINSPECTIONS - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
19	ACTIONS ARISING FROM REINSPECTIONS - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
20	ACTIONS ARISING FROM REINSPECTIONS - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
LIFTS																											
21	LIFTS - SERVICING / TESTING - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
22	LIFTS - SERVICING / TESTING - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√	0	√
DETECTOR INSTALLATION PROGRAMME																											
23	DETECTOR PROGRAMME - BABERGH	0	√	0	√	0	√	0	√	0	√	0	√	0	√	788	↑	788	↔	788	↔	788	↔	788	↔	780	↓
24	DETECTOR PROGRAMME - MID SUFFOLK	0	√	0	√	0	√	0	√	0	√	0	√	0	√	629	↑	629	↔	629	↔	606	↓	587	↓	585	↓

Timeline

The table below shows the action that will support our compliance journey; this will be presented to members and senior officers in line with the governance framework. In addition, it is shared with the Regulator of Social Housing when required.

LEGEND	TASK COMPLETION STATUS
	Action Not Commenced
	In Progress / Ongoing
	Completed

NO.	TASK	REASON	COST £	TASK COMPLETION STATUS RAG	Owner	Completion Date
1.	Continually review contractor capability to deliver service (inc., remedying backlog).	Service meets statutory and regulatory obligations.	n/a – cost will be incurred should we bring in additional contractors to assist Aaron's services in delivering contract requirements – possible reclaim and admin under whole house servicing contracts.	Contractors are being continually reviewed.	Interim Corporate Manager Paul Crow (PC) Interim Compliance Manager Sarah Connelly (SC)	Ongoing
2.	Undertake five yearly EICR to commercial (Communal).	Compliance with statutory requirements and best practices.	Annual electrical testing budget already in place.	Ongoing. A 12-month contract is now in place with a contractor. Plan in place with the contractor to complete in Feb 23	Senior M&E Surveyor Adam Gayford (AG) Supported By Interim Compliance Manager (SC)	28 th Feb 23
3.	Undertake data cleanse across all key compliance areas.	Data integrity and provide one version of the truth.	The budget has already agreed and is in place.	Complete	Building Services Administration Manager Nicola Anderson (NA)	31 st December 2022

4.	Risk Matrix of all outstanding actions and priority compliance works.	Priority of all works including addresses and areas such as vulnerability.	n/a	Commenced	Building Services Administration Manager (NA)	12th December 2022 compiled and then ongoing as continual review required
5.	Regulatory Team	Provide assurance and data to RofSH that we have the willingness and ability to put issues right.	n/a	Included as part of the remit of the current compliance working party.	Lead Director of Housing Deborah Fenton (DF) Supported By Interim Corporate Manager (PC) Interim Compliance Manager (SC) Building Services Administration Manager (NA)	Ongoing
6.	Build dashboards for key compliance areas and roll out training.	Accurate monitoring and KPI production.	n/a	Completed. However, Interim tracker is to be used until the data cleanse is completed and dashboards are producing reliable data.	Interim Corporate Manager (PC)	7 TH September 2022
7.	Commence record-keeping exercise (inc. transfer of detector information from certs).	Certification to support compliance assurance.	The budget has already agreed and is in place.	Ongoing	Building Services Administration Manager (NA)	28 th Feb 23
8.	Undertake contract review of whole house servicing contract	Clarity on roles & responsibilities. The agreed process mirrors contract requirements. Agreed KPIs in place (inc MLAPs)	£4.5k. The budget is agreed upon and in place.	FFT is undertaking an independent review of the contract to identify areas for improvement and make recommendations. The structure of the contract and specific contract requirements will form the basis of the agreement for other procurement activities.	Interim Corporate Manager (PC) Supported By Interim Compliance Manager (SC)	28 th Feb 23
9.	Change geographical service cycles to anniversary service cycles.	Ensure accurate monitoring and KPI reporting and reduce expenditure.	n/a – will reduce current costs as it removes the possibility of contractors undertaking multiple services within the same financial year.	Complete	Building Services Administration Manager (NA)	31 st December 2022

10.	Commence injunction action for no access issues.	Compliance with legal requirements to undertake safety checks.	The budget is already in place but has yet to be used.	Commence injunction applications on Dec 22. Interim Compliance Officer recruited to deal with no access issues and undertake legal action.	Interim Compliance Officer Kathleen Larkins (KL), supported by Interim Compliance Manager (SC)	9 th December 2022 and ongoing
11.	Compile data for the PAT programme and roll out the PAT programme.	Compliance with legal requirements. Staff/resident safety.	Annual PAT budget already in place.	The contractor has been procured and is in place. Undertaking testing when instructed until the programme is in place.	Senior M&E Surveyor (AG) Supported By Interim Compliance Manager (SC)	Data compilation 31 st November 2022. Roll out programme 31 st December 2022.
12.	Undertake analysis of current contracts in place and compile procurement plan, including procuring procurement support to deliver the plan.	Compliance with procurement regulations and financial standing orders. Roles and responsibilities are clearly defined.	TBC	Currently appointing FFT through framework as procurement consultant for procurement/re-procurement of compliance-related contracts.	Interim Asset Manager James Smith (JS) Interim Corporate Manager (PC)	Analysis completed 10 th October 2022. Procurement Consultants are to be appointed by 12 th December 2022.
13.	To agree to the dedicated HR resource for the interim and full transition plans.	A significant change to structures and high impact on job roles.	n/a	Complete	Head of Hr and Od – Suzanne Hughes (SH)	Timelines will be November 2022 for initial consideration of structure proposals to August 2023 with full implementation of the new structure.
14.	Deborah Fenton will be confirmed as the Lead Service Officer to work with the Social Housing Regulator.	Technical understanding of where we are and we are heading.	n/a	Complete	Transformation Owner Kathy Nixon (KN) and Housing Director Deborah Fenton (DF)	Approved by Transformation Board on 18 th November 2022
15.	Procure external IT housing solution specialist to undertake IT review.	Fit-for-purpose IT system. Operational efficiency. Minimise costs. Digital excellence. Provide assurance.	TBC	Compete – report being presented on 30 th May	Transformation Owner (KN) and Transformation Lead Richard Barker (RB)	To be in place by February 2023

16.	Commence consultation on proposed compliance structure, including presentation of the business case.	The fit-for-purpose team is able to meet current and future compliance requirements.	Costings will be in the draft format as a decision is required on the proposed structure.	Planning complete.	HR (TBC) Transformation Lead (RB) and Interim Corporate Manager (PC)	Full structure in place by June 2023
17	Draft future transition plan to excellence completed.	This will map out our journey to deliver future excellence.	Costings will be in the draft format as a decision required on the proposed structure	Complete	Transformation Lead (RB) and Interim Corporate Manager (PC)	31 ST December 2022
18	Recruitment of Head of Service for Assets and Compliance	Critical role in the development of a future excellence model.	Costings need to be agreed upon by Transformation Governance Board	Complete	HR (TBC) Director of Housing (DF)	In post by May 2023
22	Develop and implement policies and processes to meet proposed structure requirements.	Set expectations. Clear roles, responsibilities, and accountability. Compliance with BMSDC obligations. Commitment to BMSDCs values and mission. Set standards of behaviour, conduct and performance.	TBC – processes are to be LEAN, digital by design and customer-centric. (Also takes into account digital exclusion)	To be commenced following approval of the proposed structure	Interim Corporate Manager Paul Crow (PC) Interim Compliance Manager Sarah Connelly (SC)	To be in place in April 2023 to support the new structure.
23	The scale of the Transformation requires administration and project support. It's vital that we pull all information into one place and with so many activities occurring, support is critical.	The full transformation across Building Services is significant and delays are occurring around administration and support for the Transformation Lead and team. The request is for a full-time support person.	TBA	Oh, Hold pending discussions with DF and KN	Transformation Owner Kathy Nixon (KN)	Agreed at Transformation Board on 18 th November 2022. Recruitment to commence. Over the lifetime of transformation to an excellence plan. (December 2023)

8. LINKS TO CORPORATE PLAN

8.1 This report links with our ambition to ensure that *All our residents live in affordable and high-quality homes that enable them to build settled, safe and healthy lives.*

9. FINANCIAL IMPLICATIONS

6.1 Failure to improve and meet compliance could result in unlimited fines.

10. LEGAL IMPLICATIONS

10.1 Performance measurement is required to ensure members comply with the consumer regulations. Should the regulations be breached, the RSH may take action, including a fine or removal of assets.

11. RISK MANAGEMENT

11.1 Key risks are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
Information required by the regulator for compliance cannot be obtained on request, is of poor quality or lacks integrity	2	3	Ensure evidence is stored, updated and can be easily accessed through the completion of action plans.	Housing Transformation 004

**Name of risk register where risk is currently documented and being actively managed, and its reference number*

12. CONSULTATIONS

12.1 Consultation has been carried out with SLT, members and the Regulator of Social Housing.

13. EQUALITY ANALYSIS

NA

14. ENVIRONMENTAL IMPLICATIONS

14.1 None

15. APPENDICES

15.1 None

16. BACKGROUND DOCUMENTS

None

Agenda Item 12

MID SUFFOLK DISTRICT COUNCIL

TO: Cabinet	REPORT NUMBER: MCa/22/6
FROM: Cllr Richard Winch Cabinet Member for Housing and Property	DATE OF MEETING: 11 July 2023
OFFICER: Deborah Fenton, Director for Housing	KEY DECISION REF NO. CAB422

Affordable Housing Commuted Sums Spending Policy

1. PURPOSE OF REPORT

- 1.1 To delegate authority to the Director for Housing, in consultation with the Cabinet Member for Housing, in respect of decision making on the spending of Commuted Sums identified for the delivery of affordable housing.
- 1.2 To provide clarity on how the Director should make decisions on spending commuted sums by adopting a policy framework for decision making.

2. OPTIONS CONSIDERED

- 2.1 The following options were considered;
 - (i) Do nothing. This is not recommended as there is currently no up to date framework for making decisions on spending Commuted Sums.
 - (ii) Confirm the delegation of authority to the Director for Housing to make decisions. This is the recommended approach as it allows for responsive decision making in line with the principles of the constitution. A policy is required in order that officers can make decisions in line with the priorities of the Council, with the Cabinet Member for Housing to be consulted as part of the decision-making process. This approach also provides external bodies with a steer as to what the Council would expect them to achieve in order to access funds, giving them clarity.
 - (iii) Refer decisions related to community-led housing to Cabinet. This is not recommended as the preparatory processes associated with decision making by Cabinet take longer and increase uncertainty for community groups.
 - (iv) The appended policy has been discussed with Cabinet Members and amended in order to strengthen the approach to environmental standards, making exceedance of minimums an eligibility requirement for grant funding. Requiring higher environmental standards in all schemes could reduce the number of affordable homes delivered, or the change the tenure of the homes delivered. Requiring higher environmental performance will also reduce the operating costs for the eventual residents.

3. RECOMMENDATIONS

- | | |
|-----|--|
| 3.1 | To confirm that affordable housing Commuted Sums form part of the operational housing budget and so delegate to the Director for Housing the authority to make the associated spending decisions, in line with adopted policy and in consultation with the Cabinet Member for Housing. |
| 3.2 | To adopt the appended Commuted Sums Spending Policy as a means of guiding decision making on Commuted Sums spend. |
| 3.3 | That the Director for Housing to be authorised to make future amendments to the Commuted Sums Spending Policy, in consultation with the Cabinet Member for Housing, for example if required to stay up to date with legislation, national or other Council policies. |

REASON FOR DECISION

To enable spending decisions to be made in a consistent, prompt and effective manner, in line with Council policy and objectives, and the terms of the spend set through individual Section 106 planning obligations.

4. KEY INFORMATION

Background

- 4.1 Affordable housing secured via the planning system is usually delivered as an integral part of open-market development, with the developer being required to build affordable housing and transfer it to either the Council or a Registered Provider (Housing Association). This approach is always the Council's preference as it helps deliver mixed communities and delivers a significant amount of affordable housing with limited resource required by the Council.
- 4.2 On some occasions; where an open-market development cannot viably afford to provide a full amount of affordable housing or if the circumstances of a scheme are such that it cannot be delivered on site; a payment can be made to the Council in lieu of provision on site. Such payments are secured via Section 106 planning obligations and are known colloquially as 'Commuted Sums'.
- 4.3 This report concerns the processes for spending Commuted Sums, but a brief description of the collection of Commuted Sums is first provided below.
- 4.4 The money collected is based on the opportunity cost to the developer of providing affordable housing as opposed to an equivalent amount of open market housing; i.e. there should be no financial benefit or disbenefit to the developer of making a Commuted Sums payment instead of building affordable homes. Because the amount a developer will be required to pay is based on the difference in value between an open market and affordable unit, the money collected will not deliver an equivalent number of affordable units.
- 4.5 The number and value of Commuted Sums collected varies significantly from year to year, according to the nature of the developments which come forward and the rate at which individual developments meet agreed trigger points for payment. As such the money 'on hand', which the Council has available to spend, will naturally fluctuate markedly. There will be times when the Council has no funding available to spend.

- 4.6 The total of the Commuted Sums funding on hand has to be considered as a series of different funding pots, divided up based on the sources of the funding; the individual legal agreements tied to specific developments, with differing timescales and requirements for spend.
- 4.7 The individual legal agreements with developers which secure the funding will specify the terms on which the funding is to be spent. The terms vary according to the outcomes of negotiation, but generally Commuted Sums are;
- (i) Required to be either committed or spent within ten years of collection.
 - (ii) Required to be spent on affordable housing as defined by national planning policy (the National Planning Policy Framework).
 - (iii) Able to be spent anywhere within the administrative area of the District.
- 4.8 Developers have a right to check whether and how the funds have been spent, and can require that funds are returned to them if they are not spent correctly or in time.

Spending Commuted Sums

- 4.9 Within the requirements of the individual agreements, the Council has leeway to use Commuted Sums as it wishes, but it is recommended that the following principles apply:

- (i) That sums are used to deliver additional affordable housing ('additionality').

The first practical effect of this is that Commuted Sums could not be used to buy units secured by Section 106 agreements. This is necessary as Commuted Sums are supposed to replace units which would otherwise have been secured under Section 106. Using the funding on Section 106 units would not represent additional supply and so would not replace those units which the Districts missed out on.

Second, under the same principle, the funds should not be used for refurbishment as this does not represent new supply. Refurbishment should be funded from rental income in order that housing is financially sustainable.

The definition of additionality is also extended to allow for changing the tenure of affordable housing to a more affordable tenure, e.g. from affordable rent to social rent.

- (ii) That spend is prioritised on the basis of housing needs.

The justification for prioritising spend on the basis of housing need is self-evident, but it follows therefore that monies ought to be spent where needs are greatest, rather than necessarily where the money was collected.

- 4.10 Under these principles, funds could be spent in a number of ways:

- (i) By the Council itself, to add to its own stock of housing through construction or purchase of units over and above planning policy requirements. A significant proportion of funds are likely to be spent this way, given the control that the

Council would have to ensure that funds are spent correctly and as it avoids the need for grant funding agreements.

- (ii) By grant funding Registered Providers (Housing Associations), to build or purchase affordable homes in the District, over and above planning policy requirements.
- (iii) By grant funding community-led housing schemes, such as Rural Exception Sites and/or Community Land Trusts, to deliver additional affordable homes. These types of projects have the benefit of delivering homes which are affordable in perpetuity.
- (iv) To deliver specialist types of affordable housing where there is a particular gap in provision, or to change the tenure of affordable housing such that it is more affordable (e.g. social rent rather than affordable rent).

The policy has also been drafted to allow for all of these possibilities.

- 4.11 The Section 106 Legal Agreements often refer to the planning definition of affordable housing, as set out in the National Planning Policy Framework, as the basis for what constitutes affordable housing. For the avoidance of doubt, this can include different forms of housing, including general needs affordable housing, temporary accommodation, housing with care or provision for Gypsies and Travellers, as long as the proposal meets the planning definition of affordable housing. The policy would not prevent spend on any type of housing that meets the planning definition.

The Draft Policy

- 4.12 The policy has been structured such that requests for Commuted Sums funding will be considered in two ways. First, there are a number of eligibility criteria which the bid must fulfil. These would be used to determine whether or not a scheme is eligible for receiving Commuted Sums.
- 4.13 A second set of criteria, which officers have termed the Scheme Justification Factors, will be used to consider whether a scheme should be funded and the relative priority of a scheme. It will be expected that proposals score positively against these criteria in order to justify funding, but it is recognised that not all schemes can fulfil all criteria.
- 4.14 These justification criteria would also be used to judge one project against another, and the amount that any project should receive. In the rare circumstances when there are competing proposals, the criteria would be used to judge proposals against each other and award funding according to the relative merits.
- 4.15 Spending decisions by officers would still be reported in line with the Council's Constitution, and may still be required to be referred to Cabinet if called in.
- 4.16 Given the fluctuations in the amounts of money available to spend, and the timings of schemes becoming available to spend the available money, decisions will not be taken in a programmed way such as through funding rounds or regular scheduled meetings. Instead proposals will be assessed in a responsive and fluid way, as and when they come forward.
- 4.17 The Council's housing development team is aware of, and has contributed to, the emerging policy. Officers will also promote the policy to Registered Providers and

Community Housing Groups (namely Community Land Trusts and Parish Councils developing Rural Exception Sites). A form will be created to help external organisations to make applications.

5. LINKS TO CORPORATE PLAN

- 5.1 Delivery of affordable housing supports the Council’s objectives in respect of housing, wellbeing, communities and the economy.

6. FINANCIAL IMPLICATIONS

- 6.1 Commuted sums monies have to be spent in accordance with the requirements of the relevant Section 106 agreements. As such, there is a total amount of funding on hand, of which different tranches have to be spent before different deadlines.

- 6.2 The table below sets out the funding currently on hand and the more imminent deadlines for spending, as an illustration of the profile of spend deadlines.

Babergh funds on hand and not currently allocated: £3.1m					
Cumulative amount to be spent or committed by:	1 April 2024	1 April 2025	1 April 2026	1 April 2027	1 April 2028
	£0.00	£0.00	£4,639	£138,553	£196,769
Mid Suffolk funds on hand and not currently allocated: £325k					
Cumulative amount to be spent or committed by:	1 April 2024	1 April 2025	1 April 2026	1 April 2027	1 April 2028
	£0.00	£0.00	£0.00	£0.00	£0.00

- 6.5 It will be noted that there are not immediate deadlines to spend or commit funding. This results from Section 106 agreements whereby funding was either received in the relatively recent past, or where the agreements set no deadline.

- 6.6 Members will understand that, whilst there may not be much immediate pressure to spend in order to avoid repayment, the objective should be to spend funds sooner rather than later, in order to realise the benefits of the additional affordable homes.

7. LEGAL IMPLICATIONS

- 7.1 The policy in itself does not have any specific legal implications, although the Council will need to have regard to the requirements of individual legal agreements as spending decisions are made, in order to avoid challenge from developers.

- 7.2 The Council will also need to be mindful of general statutory duties placed on the Council, for example the Public Sector Equality Duty under the Equality Act 2010.

8. RISK MANAGEMENT

- 8.1 One overarching risk has been identified, and has been added to the Operational Risk Register for Housing Solutions.

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference
Incorrect application of the Affordable Housing Commuted Sums Spending Policy, resulting in funds being returned to developers or challenges to the decision making process.	2	3	Careful monitoring of the pipeline of spend deadlines and project delivery, along with effective communication internally and with partner organisations.	Operational Ref 39

9. CONSULTATIONS

- 9.1 This paper and appended policy has been shared internally with Planning, Communities and Property leads for discussion and input.

10. EQUALITY ANALYSIS

- 10.1 An Equality Impact Assessment (EIA) has been required as the protected grounds are affected. It is appended to this paper. Whilst it is not considered likely that there would be adverse impacts on any of the protected characteristics, this depends on the allocation of the housing. As such, the policy has been drafted to either ensure allocation via the Gateway to Homechoice or if, in exceptional circumstances, a different method is used, an Equality Impact Assessment would be required in order that a grant of funding would further the Council's duties in respect of equality and diversity.
- 10.2 Planning decisions have regard to equality and human rights considerations.

11. ENVIRONMENTAL IMPLICATIONS

- 11.1 The environmental implications of any proposals supported under this policy will be considered as part of the planning process.
- 11.2 The policy gives extra weight to proposals which deliver environmental performance over and above minimum requirements.

12. APPENDICES

Title	Location
(a) Draft Babergh and Mid Suffolk Commuted Sums Spending Policy	Attached
(b) Equality Impact Assessment	Attached

13. BACKGROUND DOCUMENTS

13.1 None

14. REPORT AUTHORS

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APPENDIX 1 – DRAFT POLICY

Babergh and Mid Suffolk Commuted Sums Spending Policy

1. Introduction

‘Our vision is for residents to live in affordable and high-quality homes that enable them to build settled, safe and healthy lives, within sustainable and thriving communities’

- Babergh and Mid Suffolk Joint Homes and Housing Strategy

1.1 In line with national policy, the Councils require that major housing schemes provide affordable housing as an integral part of the development. Sometimes development schemes are not suitable for affordable housing on site, and so make provision via a financial contribution for us to spend on new affordable housing elsewhere. These funds are known as Commuted Sums.

1.2 This policy provides guidance for Officers on how Commuted Sums money should be prioritised and spent on delivering new affordable housing through our Affordable Housing Delivery Programme or by external partners in support of our objectives. It also explains how eligible external organisations can request funding to support their affordable housing projects in Babergh or Mid Suffolk.

1.3 The amount of funds available will fluctuate over time, and there will be times when all funding is already committed or spent. Officers can provide information on the funds available upon request. No guarantee can be made that funding is available or will be made available.

2. How this policy works

2.1 We will use this policy to make decisions about which schemes to support with commuted sums, and how much to spend. It operates as a two-step process.

2.2 The first set of criteria deal with eligibility. All proposals must meet all Eligibility Criteria in order to be assessed.

2.3 The second set of criteria relate to the justification of the scheme. Proposals must score positively against the Scheme Justification Criteria in order to be funded, and the level of funding will depend on the extent of the benefits shown to be demonstrated against these criteria.

2.4 We hope that proposals will demonstrate a benefit against all criteria, but it is understood that this will not be possible in all cases. Where criteria cannot be met, the justification for not doing so will be considered. For example, the

Council is bound by Right to Buy legislation and so cannot guarantee that homes will be affordable in perpetuity. If proposals do not meet all of the justification criteria satisfactorily, the proposal will still be assessed, but may not receive funding.

2.5 Where Officers are aware of more than one proposal, they will use these criteria to judge the relative merits of each proposal and prioritise the spend of funds.

2.6 Decisions will be made by the Council's Director for Housing, in consultation with the relevant Cabinet Member for Housing.

3. Eligibility Criteria

3.1 Applicants seeking Commuted Sums funding must demonstrate the following:

(i) Additionality

Proposals must deliver additional affordable housing units¹ which contribute to new supply in the District. Additionality might also be demonstrated by showing that the funding would be used to convert the tenure of new affordable housing to a more affordable tenure (such as conversion from affordable rent to social rent), or a type of specialist affordable housing which is undersupplied (such as Temporary Accommodation). Commuted sums will not be used to fund the refurbishment of homes or the outright purchase of affordable housing secured through planning obligations, although funds could be used to convert the tenure of Section 106 units to something more affordable.

(ii) The proposal meets a demonstrated housing need

We need to prioritise the use of these limited funds in locations where it is most needed. This can often be demonstrated through work with Council officers to understand demand as expressed through the Housing Register, compared to supply.

A properly conducted Local Housing Need Survey could also be used to help identify hidden needs, not expressed through the Housing Register.

(iii) High levels of environmental performance

¹ In almost all cases proposals will be required to meet the definition of affordable housing as set out in national planning policy. For the avoidance of doubt, this can include different forms of housing, including general needs affordable housing, temporary accommodation, housing with care or provision for Gypsies and Travellers, as long as the proposal meets the planning definition of affordable housing. Other forms of housing are unlikely to be funded due to the restrictions on the funding and the way in which it is secured.

Schemes will be expected to exceed minimum environmental performance standards as set out in national Building Regulations and local planning policies.

Higher standards can mean significantly lower running costs for the people living in these homes. But it is also recognised that the cost of exceeding minimum standards might mean that fewer affordable homes will be built, or that the homes will be of less affordable tenures.

Our aspiration is to meet the Zero Operational Carbon target in all new developments funded with commuted sums, with every new home built to meet the Passivhaus Standard or equivalent and an EPC A or B rating². Where this is not practical, or if meeting this standard would have a significant impact on the number of homes delivered or the affordability of those homes, Passivhaus might not be required, as long as minimum requirements have been exceeded.

We will use our own New Homes Technical Specification to assess the environmental credentials of new homes³.

(iv) *The proposal represents value for money*

Schemes will be subject to financial appraisal in order to demonstrate a positive Net Present Value⁴.

Schemes can demonstrate value for money by showing that the additional housing to be funded would deliver homes that would not otherwise be delivered by the Market.

Proposals might support other types of additional social value which would be considered beneficial. This can be recognised but the primary purpose of the funding is to meet housing needs.

Housing which is delivered to a specification which reduces the operating costs for residents will be considered a benefit. The Councils' own Housing Design Guide can be used as a way of judging the technical specification of the scheme.

(v) *Deliverability*

² 15kWh/m².yr is the figure required to meet Passivhaus Classic, it is the recommended limit for meeting Net Zero Carbon in the RIBA 2030 Pledge and the LETI Climate Emergency Design Guide

³ See:

<https://baberghmidsuffolk.moderngov.co.uk/documents/s27654/New%20Homes%20Technical%20Specification.pdf>

⁴ In the case of schemes to be delivered by external organisations, the financial appraisal to be supplied must be deemed appropriate and proportionate by the Council.

Proposals must demonstrate that they are deliverable. This means:

- Either having all relevant consents in place (planning permission etc.) or demonstrating that there is a clear route to and plan for achieving them.
- Similarly, a complete funding package must be in place or be capable of being in place, with a deliverable plan for securing it.
- Land being in the ownership of the body delivering the scheme, or having an option agreement to purchase the land in order to deliver the scheme.

Funding may be provisionally committed where delivery is not certain but there is a reasonable prospect of delivery. Where funding is committed, it will not be released unless and until all relevant funding and consents are demonstrated to be in place.

(vi) Project Management and Project Controls

Proposals must demonstrate that they are subject to robust project management processes.

(vii) Appropriate Housing Management Arrangements

We will expect to see appropriate management arrangements in place. Subject to the tenure of the housing, this will usually mean management by a Registered Provider of Social Housing with an operational base (for neighbourhood and maintenance services) within 1 hour's drive time of the proposal.

(viii) Good Governance

Any grant funding recipients will be expected to be a properly constituted body, such as a Registered Provider or a Community Benefit Society.

4. Scheme Justification Criteria

4.1 These criteria will be used to demonstrate and assess the benefits of the proposal. In order to receive funding, a proposal will need to demonstrate a positive impact against the following criteria. As set out above, it is recognised that not all schemes will meet all criteria, but the justification for not doing so will be considered.

4.2 The criteria are not listed in any order of priority.

4.3 Where officers are aware of more than one proposal seeking limited funding, these criteria will be used to judge which scheme may be prioritised for funding.

4.4 Where the Council is inclined to fund a scheme, the range and extent of the benefits against these criteria will be used to determine the amount of funding to be granted.

- (i) *Is the scheme is located in an area with worse affordability than the District average?*

The affordability of housing to be assessed against the best available data on local salaries and house prices / rental values.

- (ii) *Has the relevant parish missed out on affordable housing due to use of a Commuted Sum instead of provision on site?*

It may be appropriate and beneficial to spend funds within a community which has not realised the affordable housing that would normally have been delivered on site as part of the Planning process. This will be balanced against the assessment of housing need; i.e. it will be considered to be of reduced / limited benefit if the area already has a sufficient supply.

- (iii) *How affordable is the tenure proposed?*

Different tenures of affordable housing offer different levels of affordability. More affordable tenures would provide a greater benefit, and could be a justification for providing more funding. An assessment could be provided to show the additional funding which would be required to deliver the homes to a more affordable tenure.

- (iv) *Would Commuted Sums funding leverage other funding?*

Commuted Sums are unlikely to represent the entirety of the funding for any scheme. It will be considered a benefit if proposals lever in funding from other sources, such as Homes England funding or responsible borrowing by external organisations.

- (v) *Would the homes be affordable in perpetuity?*

This is not an absolute requirement, as homes delivered by the Council or by Registered Providers are subject to legal requirements which cannot be overridden. But if a proposal can deliver homes which are exempt from the Right to Buy or Right to Acquire, for example by virtue of being owned by a Community Land Trust or being delivered on a Rural Exception Site, this will be considered a benefit.

- (vi) *Does the proposal have demonstrable community support?*

This could be proven by way of recorded public consultation, surveys (including Local Housing Need Surveys), petitions or neighbourhood plan policies/objectives.

- (vii) *Would the funding benefit a Community Land Trust, and so help enable further future investment?*

Subject to the Community Land Trust being a properly constituted body, with the homes to be managed by a Registered Provider.

- (viii) *Would the homes be allocated to local people?*

The Council will expect to see all rental units allocated through the Gateway to Homechoice. This is to help us ensure that equality and diversity requirements are met. In exceptional circumstances other methods of allocation may be considered, but proposals would have to be assessed by officers and an Equality Impact Assessment would be required.

The Council's preference would be for the units to be allocated in line with the Council's Allocations Policy, unless the units are retained by a Community Land Trust and / or delivered on a Rural Exception Site. In those cases a local connection to the relevant parish would be acceptable, accompanied by a cascade mechanism.

- (ix) *Does the scheme deliver standards of accessibility which exceed minimums?*

This means, in effect, parts M4(2) and M4(3) of the Building Regulations.

- (x) *Does the scheme meet or exceed the Nationally Described Space Standard?*

As set out in National Guidance.

5. Grant Funding Agreements and Monitoring

5.1 Any grant funding awarded to bodies outside the Council will be subject to a grant funding agreement to ensure spending takes place in accordance with requirements.

5.2 As part of these agreements there will be monitoring requirements in order that it can be demonstrated that the requirements of planning legal agreements have been met.

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	Affordable Housing Commuted Sums Spending Policy
Lead officer <i>(responsible for the policy or service/function)</i>	Amma Antwi-Yeboah
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>	Robert Feakes – Housing Enabling Officer
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	07/06/23

Description
<p>What exactly is proposed? <i>(Describe the service/policy and the changes that are being planned)</i></p> <p>The policy proposes a means of making decisions on the spend of affordable housing commuted sums.</p> <p>The policy would allow for spend of monies by the council on new affordable housing, or grant funding to external bodies for the delivery of affordable homes.</p>
<p>Why? <i>(Give reasons why these changes are being introduced)</i></p> <p>In order to give clarity on decision making, so that decisions are logical, consistent and legally compliant, and so that external bodies know how to access funding.</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>The specific communities and localities cannot be identified at this time; it will depend on the applications made. Any locality in Babergh or Mid Suffolk could be affected.</p> <p>The eventual occupants of the housing would be affected to a significant extent. With reference to the protected characteristics, any of those groups could occupy the housing. Other people in the community will be affected during the construction phase and beyond, but to a lesser extent.</p>
<p>How will it be implemented? <i>(Describe the decision making process, timescales, process for implementation)</i></p> <p>External organisations developing affordable housing in the districts (Registered Providers, Parish Councils or Community Land Trusts) will be made aware of the criteria by which they can seek funding.</p> <p>External organisations will then be able to apply for funding by way of a form.</p> <p>The policy sets out what information needs to be demonstrated in order for an application to be considered eligible, and the means by which the scheme funding can be justified. The Councils will also abide by the policy in allocating funding to our own schemes.</p> <p>The Decisions will be made in accordance with the policy by the Director for Housing, in consultation with the Cabinet Member for Housing.</p> <p>Timescales will be determined by the varying availability of funding and individual project deadlines.</p>
<p>When is it due to start? <i>(Planned start of new/revised policy/service)</i></p>

Following the Cabinet meetings in July 2023.
Any other relevant details

Data about the population
<p>What is the demographic profile or make up of the community you are serving? <i>(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)</i></p> <p>The Council's comprehensive assessment of demographics and affordable housing needs is set out in the Strategic Housing Market Assessment. See:</p> <p>https://www.babergh.gov.uk/planning/planning-policy/evidence-base/current-evidence/shma/</p> <p>In addition, further localised housing needs assessments are likely to be carried out in order to justify some projects.</p>
<p>What is the profile or make up of your service users by protected characteristics? <i>(Where this data is available. If it is not currently available state any plans to collect this in future)</i></p> <p>The Council's Housing Register does not collect data on all the protected characteristics. This can be considered further in future. But it should also be noted that anyone aged over 16 can apply to join the Register, and anyone could need affordable housing at some point in their lifetime.</p>

Implications for communities and workforce	
Disability	
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>	Subject to projects coming forward the policy has a positive impact on the health, wellbeing and economic security of disabled people.
How does it have a positive or negative impact?	<p>A positive impact; the average new home is more accessible than the average existing dwelling.</p> <p>There is also the potential for the provision of specialist housing, should projects be worked up.</p> <p>The policy also encourages / prioritises the development of housing with higher accessibility standards.</p>
What could be done to	Subject to need, work up projects which could deliver

mitigate any adverse impact or further promote positive impact?	suitably accessible housing. Further work on needs would have to be undertaken.
Age	
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>Anyone age 16 plus can legally make a Social Housing Application, although a tenancy cannot be taken up until age 18. This is not a matter which this policy can resolve, although the policy could allow for supporting the development of specialist housing in partnership with the County Council, as long as the development still represented affordable housing.</p> <p>General needs affordable housing is not aimed at specific age groups, but subject to schemes coming forward, specialist housing for older people could be developed.</p> <p>General needs affordable housing has benefits for families, children and young people.</p>
How does it have a positive or negative impact?	By providing housing which offers stability and economic security.
What could be done to mitigate any adverse impact or further promote positive impact?	Subject to need, work up projects which could deliver suitably accessible housing. Further work on needs would have to be undertaken. The Joint Homes and Housing Strategy calls for a project to better understand the housing needs of older people.
Sex (gender)	
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>No impact / positive impact.</p> <p>If an individual's housing needs are affected by their gender, this is indirectly assessed through the assessment of housing need.</p> <p>The CBL Allocations Policy, does not take gender into consideration when allocating housing, but the effect of gender on housing need is indirectly assessed through the assessment of housing need, which then affects the allocation of the housing.</p> <p>Any person of any gender is able to make an application for Social Housing.</p>
How does it have a positive or negative impact?	Through the allocation of housing built under this policy
What could be done to mitigate any adverse impact or further promote positive impact?	
Gender reassignment	
What is the impact on people who have undergone gender	<p>No impact / positive impact.</p> <p>The CBL Allocations Policy, does not take this into</p>

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>	consideration when assessing or allocating housing. Any person of any gender is able to make an application for Social Housing. If gender reassignment effects the housing needs of the individual, then this would be taken into account through the assessment of housing need, which would effect the allocation of housing.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy
What could be done to mitigate any adverse impact or further promote positive impact?	
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>	No impact / positive impact. The CBL Allocations Policy, does not take this into consideration when assessing or allocating housing. Any person of any marital status is able to make an application for Social Housing. If marital status effects the housing needs of the individual, then this would be taken into account through the assessment of housing need, which would effect the allocation of housing.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy
What could be done to mitigate any adverse impact or further promote positive impact?	
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>	No impact / positive impact. The CBL Allocations Policy, does not take this into consideration when assessing or allocating housing. Any person is able to make an application for Social Housing. If pregnancy / maternity effects the housing needs of the individual, then this would be taken into account through the assessment of housing need, which would effect the allocation of housing.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy.
What could be done to mitigate any adverse impact or further promote positive impact?	
Race	
What is the impact on people from different races or ethnic	No impact / Potentially positive impact.

groups and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	The CBL Allocations Policy, does not take this into consideration when assessing or allocating housing. Any person is able to make an application for Social Housing. If race effects the housing needs of the individual, then this would be taken into account through the assessment of housing need, which would effect the allocation of housing.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy. The policy could be used to support provision for Gypsies and Travellers.
What could be done to mitigate any adverse impact or further promote positive impact?	Separate strategy for working up sites for Gypsies and Travellers, subject to need. Through work on the Joint Local Plan, a new Accommodation Needs Assessment is being commissioned.
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>	No impact. The CBL Allocations Policy, does not take this into consideration when assessing or allocating housing. Any person of any sexual orientation is able to make an application for Social Housing. If sexual orientation effects the housing needs of the individual, then this would be taken into account through the assessment of housing need, which would effect the allocation of housing.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy
What could be done to mitigate any adverse impact or further promote positive impact?	
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>	No impact. The CBL Allocations Policy, does not take this into consideration when assessing or allocating housing. Any person aged 16 plus is able to make an application for social housing. As with other characteristics, if this had an impact on housing need it would be taken into account as part of the assessment of housing need.
How does it have a positive or negative impact?	Through the allocation of housing built under this policy.
What could be done to mitigate any adverse impact or further promote positive impact?	No impact.

Rurality	
Where people live is not a characteristic protected by law: but for 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.	
What is the impact on people according to whether they live in an urban or rural environment and what evidence do you have? <i>(If you do not believe there is any impact describe why not)</i>	By virtue of the planning system, and the use of spatial strategies, affordable housing is more likely to be delivered in more urban areas. However, the policy supports the development of Rural Exception Sites where there is an unmet need for affordable housing.
How does it have a positive or negative impact?	Through supporting Rural Exception Sites.
What could be done to mitigate any adverse impact or further promote positive impact?	

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 – it is apparent that the allocation of the homes will be a key way in which the equality impacts of the policy will be managed. As such, the policy should be clarified to steer proposals to allocate housing units through the Gateway to Homechoice. Different approaches should only be by exception, and if different approaches are to be taken, they should be required to provide a standalone Equality Impact Assessment in order to demonstrate consistency with legislation.
Should the policy or service be reviewed and revised more significantly to take into account its impact on different groups?	No
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.

Equality Impact Assessment (EQIA)



How frequently will the policy or service be reviewed?	Annually.
Who will be involved?	Senior Housing Officers and colleagues from other departments as necessary.
Will there need to be an action plan completed for any amendments?	Subject to nature of amendments required, if necessary.
What further evidence or consultation will be needed to check that the policy or service is working well?	Review of schemes delivered and spend of money, along with consideration of any other relevant national or local policy or legislative changes.

Completion	
Authors signature	R W Feakes
Date of completion	12 June 2023

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/>