

# Public Document Pack



<b>COMMITTEE:</b>	<b>BABERGH CABINET</b>
<b>DATE:</b>	<b>TUESDAY, 7 NOVEMBER 2023 4.00 PM</b>
<b>VENUE:</b>	<b>MEAD ROOM (ROSE) - ENDEAVOUR HOUSE</b>

<b>Members</b>		
<u>Green Party</u> Jessie Carter Sallie Davies Daniel Potter Deborah Saw	<u>Liberal Democrat</u> David Busby (Chair) Helen Davies	<u>Independent</u> Derek Davis Alastair McCraw John Ward

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## UPDATED AGENDA

### PART 1

#### MATTERS TO BE CONSIDERED WITH THE PRESS AND PUBLIC PRESENT

Page(s)

- 1 **APOLOGIES FOR ABSENCE**
- 2 **DECLARATION OF INTERESTS BY COUNCILLORS**
- 3 **BCa/23/22 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 3 OCTOBER 2023** 5 - 14
- 4 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION SCHEME**
- 5 **QUESTIONS BY COUNCILLORS**
- 6 **MATTERS REFERRED BY THE OVERVIEW AND SCRUTINY OR JOINT AUDIT AND STANDARDS COMMITTEES**
- 7 **FORTHCOMING DECISIONS LIST**

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

[Forthcoming Decisions List » Babergh](#)

- 8            **BCa/23/23 BUILDING SERVICES TRANSFORMATION**            15 - 24
- Cabinet Member for Housing
- This item is being presented to Cabinet under the General Exception Rules for Key Decisions in accordance with Part 3 Section 17 of the Constitution.
- 9            **BCa/23/24 POTENTIAL LOCAL LISTED BUILDING CONSENT ORDER FOR INSTALLING ENERGY EFFICIENCY MEASURES**            25 - 36
- Deputy Political Leader and Cabinet Member for People and Place (West & East)
- 10          **BCa/23/25 HEALTH BEHAVIOURS PARTNERSHIP AGREEMENT**            37 - 54
- Deputy Political Leader of the Council and Cabinet Member for People and Place (West & East)

**Date and Time of next meeting**

Please note that the next meeting is scheduled for Tuesday, 5 December 2023 at 4.00 pm.

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact the Committee Officer, Henriette Holloway on: 01449 724681 or Email: [Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk)

### **Introduction to Public Meetings**

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

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# Agenda Item 3

## BABERGH DISTRICT COUNCIL

Minutes of the meeting of the **BABERGH CABINET** held in the King Edmund Chamber, Endeavour House, 8 Russell Road, Ipswich on Tuesday, 3 October 2023

### PRESENT:

Councillors:	Jessie Carter	Derek Davis
	Alastair McCraw	Daniel Potter
	Deborah Saw	John Ward
	Helen Davies	

### In attendance:

Guest(s): Shirley Jarlett - IBC Assistant Director—Governance & Monitoring Officer  
Shaheen Warren - Principle Practice Lead – New Local

Officers:

- Chief Executive (AC)
- Deputy Chief Executive (KN)
- Director – Planning and Building Control and Interim Director – Communities & Wellbeing (TB)
- Director – Economic Growth and Climate Change (FD)
- Director – Operations (ME)
- Director – Customers, Digital Transformation and Improvement (SW)
- Corporate Manager – Finance, Commissioning & Procurement (BP)
- Corporate Manager - Customer Operations (SL)
- Corporate Manager – Strategic Policy (JH)
- Corporate Manager – Communities (VM)
- Sustainable Travel Officer (KD)
- Cost of Living Coordinator (ED)
- Assistant Manager - Community Safety and Resilience (RY)
- Communities Officer (BT)
- Assistant Manager – Governance (HH)

### Apologies:

David Busby (Chair)  
Sallie Davies

## 29 DECLARATION OF INTERESTS BY COUNCILLORS

29.1 There were no declarations made by Councillors.

## 30 BCA/23/15 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2023

It was **RESOLVED**: -

**That the minutes of the meeting held on the 5 September be approved and signed as a correct record.**

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

31.1 None received.

**32 QUESTIONS BY COUNCILLORS**

32.1 None received.

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

33.1 There were no matters referred from the Overview and Scrutiny or the Joint Audit and Standards Committees.

**34 FORTHCOMING DECISIONS LIST**

34.1 There were no comments made for the Forthcoming Decisions List.

**35 BCA/23/16 VARIATION OF AGREEMENT OF THE SHARED REVENUE PARTNERSHIP**

35.1 The Chair introduced the report, as Cabinet Member for Finance, Assets and Investments.

35.2 Councillor Ward proposed the recommendations as set out in the report. Councillor Saw seconded the motion.

35.3 Councillor McLaren questioned whether the call in process would be the same as the current process, and how members could be informed about decisions made by the Shared Revenues Partnership Committee should they want to call-in any decision. The Ipswich Borough Council Strategic Director and Monitoring Officer responded that it would go to the Overview and Scrutiny Committee that had called it in, additionally all meetings were public meetings and minutes from the meetings were available. Councillor McCraw added that as the Chair of the Shared Revenues Partnership Joint Committee, he would be happy to provide a summary of what was discussed at each meeting to other members.

By a unanimous vote.

**It was RESOLVED: -**

**That Cabinet authorised the Director of Corporate Resources in consultation with the Cabinet Member for Finance to enter into the Deed of Variation at Appendix A to the report.**

## **REASON FOR DECISION**

To enable changes to be made to the Partnership Agreement dated 7 January 2011 to ensure the continued effective operation of the Joint Committee

### **36 BCA/23/18 CORPORATE PLAN REFRESH**

- 36.1 Councillor Potter joined the meeting at 16:12pm.
- 36.2 The Chair, Councillor Ward introduced the report as acting Leader of the Council.
- 36.3 Councillor Ward gave an overview of the report and proposed the recommendations. Councillor Saw seconded this motion.
- 36.4 The Chair invited the Principle Practice Lead – New Local to present to the committee.
- 36.5 Councillor Ward questioned whether the community sessions would be held in person or if online sessions would also be used. The Principle Practice Lead – New Local responded that all of the sessions would be held in person and online engagement would be sought through an online survey.
- 36.6 Councillor Saw queried what the predicted response rate for the online survey was. The Principle Practice Lead – New Local responded that it was hard to predict the response rate given the tight deadline. However, through the communications plan, it would be possible to monitor the number of responses and promote the survey in areas where engagement had been low to encourage participation.
- 36.7 Councillor Saw further questioned how the responses from in person sessions would be formulated into strategy. The Principle Practice Lead – New Local responded that a central tool would be structured for the facilitated sessions, and all data from the sessions would be collected into a central location and analysed.
- 36.8 Councillor McCraw questioned the bespoke training for Councillors and how this would be communicated to members. The Principle Practice Lead – New Local responded that training sessions had been put in place, which Members could attend. Additionally, bespoke training for officers and Councillors was being considered.
- 36.9 Councillor Ward thanked the Principle Practice Lead – New Local for her presentation and outlined that the strategy was comprehensive.

By a unanimous vote.

**It was RESOLVED: -**

**To endorse engagement on the emerging vision and strategic priorities as set out in Appendix A**

**REASON FOR DECISION**

To enable the progression of the refresh of the Corporate Plan.

**37 BCA/23/17 COST OF LIVING: REVIEW OF 6 MONTH PLAN AND BEYOND**

- 37.1 The Chair invited the Cabinet Member for Customers, Digital Transformation and Improvement to introduce the report.
- 37.2 Councillor Derek Davis queried whether armed forces personnel could be included under the scheme and not be disadvantaged for not being a protected characteristic. The Cost of Living Coordinator responded that homelessness related to the armed forces was covered under the scheme, however, the needs and vulnerabilities within this group could be looked at going forward.
- 37.3 Councillor Carter questioned how households, who were above the threshold for support but still financially struggling, could be helped under the scheme. The Cost of Living Coordinator responded that work was being undertaken with the SRP to identify households in debt. Additionally, frontline staff had been trained on support available for households, so that they could signpost to support where available.
- 37.4 Councillor Saw questioned whether there were different challenges between market towns and villages. The Cost of Living Coordinator responded that work was ongoing with Suffolk County Council to increase access to community transport in rural locations to enable greater accessibility to services. Additionally, work with organisations such as Citizens Advice was ongoing in order to get information into rural areas and identifying key issues such as food poverty and food insecurity in these areas.
- 37.5 Councillor Potter questioned the household support fund and how it could help mitigate future issues. The Cost of Living Coordinator responded that as the funds were administered by Financial Inclusion Officers, they had the capabilities to advise on additional grants and longer term solutions for affordable housing.
- 37.6 Councillor McLaren queried whether warm places grants would continue. The Cost of Living Coordinator responded that the impact of these grants were currently being reviewed by Suffolk County Council and in the meantime the grants team would be able to advise where additional funding would be possible. Councillor McCraw added that Councillors were able to use their Member Locality Budgets in their Wards.

By a unanimous vote.



**It was RESOLVED: -**

**To note phase 3 of the Cost of Living Action Plan and endorse the commitment to develop a longer term approach to preventing poverty which seeks to understand the underlying drivers of poverty across both districts at a hyper local level through continued work with internal and external stakeholders and to include wider engagement with Town and Parish Councils.**

### **REASON FOR DECISION**

The Cost of Living Action Plan is a proactive response to the quickly changing nature of the cost of living crisis and has been developed in partnership with internal and external stakeholders to ensure a holistic approach.

Our approach must continue to work across systems to consider the needs of our residents and the work being delivered across our organisation and by partners. Failure to sufficiently coordinate our approach risks missing opportunities to work more efficiently and in a way which reduces duplication and will mitigate gaps in support for the most vulnerable.

Equally, while the delivery of support to residents experiencing crisis is crucial at this time of heightening financial pressures, we are mindful that it would be prudent to balance crisis support with the need to work more preventatively. Without comprehensive work to understand and address the underlying drivers and mitigations of poverty across our districts, we cannot sustainably equip our communities with the tools they need to remain resilient to economic shocks in the longer term.

## **38 BCA/23/19 BMSDC ELECTRIC VEHICLE (EV) INFRASTRUCTURE IMPLEMENTATION PLAN**

- 38.1 The Chair invited the Cabinet Member for Environment to introduce the report.
- 38.2 Councillor Potter introduced the report and proposed the recommendations outlined in the report. Councillor Carter seconded the motion.
- 38.3 Councillor Derek Davis queried how the predicted 663 electric vehicle charging points by 2040 would be achieved. The Sustainable Transport Officer responded that this was the total number of publicly available charging points and not all of these would be provided by the Council and would be provided by commercial partners.
- 38.4 Councillor Derek Davis further questioned how businesses and village hall could be aided and encouraged in installing charging points. The Sustainable Transport Officer responded that a toolkit was being developed to provide information on installation of charging points. Additionally, village halls and

sports clubs have access to Suffolk County Council's Plug in Suffolk scheme and businesses had access to the UKSPF scheme that the Council had secured funding for.

By a unanimous vote.

**It was RESOLVED: -**

- 1.1 **Cabinet approved that option 1 was taken forward and that the joint Councils' draft EV Infrastructure Implementation Plan be approved.**
- 1.2 **That the completion of the final documentation was delegated to the Director for Economic Growth and Climate Change in consultation with Portfolio Holders for Environment, Culture & Wellbeing in Babergh and Thriving Towns and Rural Communities in Mid Suffolk.**

### **REASON FOR DECISION**

- 1.1 The approval of the EV Infrastructure Implementation Plan will support the councils' future ambitions around the growth of EVs
- 1.2 The EVIIP will support and provide guidance and opportunities for third party investment in the districts, including community organisations
- 1.3 The EVIIP provides a clear plan for generating future investment and makes the case for external funding
- 1.4 The EVIIP supports local and national strategies with the future transition to EVs beyond the life of internal combustion engine (ICE) vehicles.

## **39 BCA/23/20 EMPLOYER SUPPORTED VOLUNTEERING POLICY**

- 39.1 The Chair invited the Cabinet Member for People and Place (East and West) to introduce the report.
- 39.2 Councillor Saw gave an overview of the report and proposed the recommendations as detailed in the report. Councillor Derek Davis seconded this motion.
- 39.3 Councillor Derek Davis asked if it would be possible to implement a reward system for the scheme to encourage young people to volunteer. The Corporate Manager – Communities responded that those that currently volunteered within the District were able to apply for funding for their organisation, and a celebration event would be held for employees who volunteered in the District.
- 39.4 Councillor McLaren queried whether the maximum of 3 days of paid leave could be flexible dependent on the type of volunteering undertaken. Councillor Saw responded that it was known that not all employees would take the 3 days leave and looking at other councils there had been little take

up elsewhere. The Communities Officer added that members of reserve forces, who required additional days had a separate policy under the leave policy, and were covered outside of the scheme.

- 39.5 Councillor McCraw praised the scheme for including current volunteers and not only rewarding new volunteers.
- 39.6 Councillor Ward highlighted that whilst there was a financial cost to the scheme, it would be valued by the staff who used it.
- 39.7 Councillor Derek Davis suggested that lanyards for the scheme be produced for those who take part in order to promote the scheme between officers in a face to face setting.
- 39.8 Councillor Carter praised the scheme and that it would benefit young people by making them a part of their community and would be beneficial on their CVs.

By a unanimous vote.

**It was RESOLVED: -**

**To note and support the implementation of the Councils first Employer Supported Volunteering Policy.**

#### **REASON FOR DECISION**

Through research carried out by the National Council of Voluntary and Community Organisations (NCVO), we know that paid work is the number one reason why people do not volunteer. In response to this, by working closely with VCFSE organisations through an Employer Supported Volunteering (ESV) scheme, the councils can strengthen the support and trust between residents, communities and key anchor organisations, whilst also benefitting staff wellbeing, building the strength and capacity of the VCFSE sector and aligning with its own Community and Wellbeing strategies.

#### **40 BCA/23/21 REVISED SAFEGUARDING POLICY - CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

- 40.1 The Chair invited the Cabinet Member for People and Place (East and West) to introduce the report.
- 40.2 Councillor Saw gave an overview of the report and proposed the recommendations outlined in the report. Councillor Derek Davis seconded this motion.
- 40.3 Councillor Derek Davis questioned how many officers already had DBS check. The Corporate Manager – Communities responded that whilst the

figures were not currently available, a review of roles had taken place to identify which were required to be DBS checked and what the renewal process was for officers already in post. The Deputy Chief Executive added that roles that required DBS checks, would be reviewed every 3 years.

40.4 Councillor Carter questioned what was being done for at risk children that were not in the system to get help. The Corporate Manager – Communities responded that the Council did support young people in other ways and that Officers and Councillors would be trained to recognise where support was required, and how to make referrals and raise safeguarding concerns. Additionally, the Youth Social Prescribing Programme in schools had allowed additional support for young people in schools and enabled access for young people to get to support and sports groups.

40.5 Councillor McCraw highlighted that under the induction scheme for officers and Councillors safeguarding training was provided and renewed frequently.

By a unanimous vote.

**It was RESOLVED: -**

**1.1 Option 1 and approve the revised Safeguarding Policy for Children, Young People and Adults at Risk was agreed.**

**1.2 It was agreed that for the Deputy Chief Executive in consultation with the Portfolio Holder to have delegated authority to make minor amendments to the Safeguarding Policy in line with outcomes derived from the Annual Section 11 Audit or future Internal Audit Reviews.**

## **REASON FOR DECISION**

To ensure that an overarching approach to safeguarding is embedded across the councils, identifying roles and responsibilities of employees, councillors, and volunteers ensuring the safety of children, young people, and adults at risk.

## **41 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

41.1 The meeting was not required to go into closed session.

## **42 THE CONFIDENTIAL MINUTE OF THE MEETING HELD ON THE 5 SEPTEMBER 2023**

**It was Resolved: -**

**That the confidential minute of the meeting held on the 5 September 2023 be confirmed and signed as a correct record.**

The business of the meeting was concluded at 17:48 pm.

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Chair

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# Agenda Item 8

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER: BCa/23/23</b>
<b>FROM:</b> Cllr Jessie Carter – Cabinet Member for Housing	<b>DATE OF MEETING: 7<sup>th</sup> November 2023</b>
<b>OFFICER:</b> Deborah Fenton – Director of Housing	<b>KEY DECISION REF NO. CAB463</b>

### Building Services Transformation

*This item is being presented to Cabinet under the General Exception Rules for Key Decisions in accordance with Part 3 Section 17 of the Constitution.*

Publication in accordance with Regulation 9 was impracticable in this case due to the necessity to urgently release resources to improve the quality of tenants' homes by:

- expediting completion of outstanding repair work, made more pressing by winter approaching; and
- enabling the next phase of the Building Services Transformation and Improvement Programme to progress quickly, including the commissioning of new systems, contracts and additional staff capacity, all of which have significant lead in times.

#### 1. PURPOSE OF REPORT

- 1.1 To seek approval to release funding from reserves, in excess of officer delegation thresholds, to enable delivery of the next phase of the Building Services Transformation and Improvement Programme and expedite the completion of outstanding repair work to tenants' homes.

#### 2. OPTIONS CONSIDERED

- 2.1 *Request the draw down of the additional resources from reserves now* – This option is recommended because it will expedite improvement to tenants' homes by enabling outstanding repair work to be completed quickly and avoid further deterioration before or during the winter. In addition, this option will speed up the implementation of fundamental changes that will lead to long term, sustainable improvements to service provision; most specifically commissioning of a new job management system, and a restructure of the Direct Labour Organisation, including recruitment of additional staff. By their nature, these processes take several months to complete and by starting now these can be completed within this financial year.
- 2.2 *Delay the request for release of the required resources until February 2024, when the HRA budget for 2024/25 is agreed* – This option is not recommended because it would slow down improvements to the quality of tenants' homes by taking significantly longer to clear outstanding repairs, while also risking greater deterioration of the Council's housing assets. A delay in the release of resources to deliver long term change would mean losing several months of lead in time required for commissioning of contracts and staff recruitment; in turn this would delay positive impacts for tenants and their homes.
- 2.3 *Do nothing* - This option is not recommended because it would not help to clear the backlog of outstanding repairs to tenants' homes. In addition, the more fundamental, long term

transformational improvements to service provision referred to above could not be taken forward because these also require additional resource.

<p><b>3. RECOMMENDATIONS</b></p> <p>That <b><u>Babergh Cabinet</u></b> agrees to the release of £943k from reserves to expedite the completion of outstanding repairs and enable delivery of the next phase of the Building Services Transformation and Improvement Programmes.</p> <p>That <b><u>Mid Suffolk Cabinet</u></b> agrees to the release of £672k from reserves to expedite the completion of outstanding repairs and enable delivery of the next phase of the Building Services Transformation and Improvement Programmes.</p>
<p><b>REASON FOR DECISION</b></p> <p>Cabinet approval is required to release this level of resource from reserves.</p>

#### **4. BACKGROUND**

##### **4.1 The Wider Building Services Transformation and Improvement Programme**

Building Services is located within the Housing Service and covers the management of the Council's social housing assets, including our homes, garages and open spaces. A Transformation and Improvement Programme is in place to ensure that the Council meets its aspiration to provide safe, warm, dry homes for all its tenants and that responds to the recent and planned new national regulation and housing standards.

##### **4.2 The Transformation Programme is supported by a senior officer board and a Transformation Team led by an independent external housing specialist, who will remain with the councils until March 2024.**

##### **4.3 The Building Services Transformation Programme has been focussing on three key areas of improvement so far, including health and safety compliance, asset management and the performance of the Direct Labour Organisation, which focuses on reactive and planned maintenance. A summary of the progress to date is included in Appendix A.**

##### **4.4 Compliance was deliberately prioritised as the first phase of the Transformation Programme to ensure that the Council's homes comply with the latest safety regulations; and the significant progress in this area is regularly reported to Cabinet.**

##### **4.5 Regarding asset management, an external organisation has been commissioned to carry out enhanced stock condition surveys of our properties. This will allow the development of a more robust asset register and an Asset Strategy, enabling more evidence-based future decisions. An officer restructure is also underway to ensure that the Councils have the necessary officer skills and capacity to support this work in the future.**

##### **The Direct Labour Organisation**

##### **4.6 The primary focus of this Cabinet report is the transformation of the Direct Labour Organisation, and it is this part of the Building Services Programme that requires the most significant change and investment to deliver quality homes for Council tenants in the most effective and efficient way.**



## The Key Areas of Focus for Improvement

- 4.7 The Transformation Team has carried out an in-depth assessment of the key areas that are most fundamental to the achievement of long-term sustainable improvement are:
- Data quality
  - Systems
  - Management and officer capacity and skills
  - Contract management
  - Productivity
  - Increased staffing capacity with the right skills and experience
  - Tenant communication, engagement and involvement
  - Governance
- 4.8 The recommended investment in the Transformation and Improvement Programme is designed to address all the elements above. This will speed up the completion of repairs, improve void times, shift to more planned repairs (rather than reactive repairs) and increase tenant satisfaction. In addition to the purchase of a new job management system, Building Services will be restructured to include a Business & Customer Service Team, a Repairs and Maintenance Team and a Voids Team. The key difference over and above the original staffing arrangements is that there will be an increase in capacity, in addition, the staff will have specific technical knowledge enabling them to “get it right first time”. Also, the increase in customer service around complaints within the team will help to expedite matters promptly. As the data is of key importance it is proposed to recruit housing data specialists.
- 4.9 Housemark ([www.housemark.co.uk](http://www.housemark.co.uk)) will be engaged to benchmark and track improvement with comparable Direct Labour Organisations across the housing sector. This is in addition to the Tenant Satisfaction Measures, which are informed by a quarterly survey of tenants.

## Catching up with the backlog of repairs

- 4.10 There is an immediate need to clear a backlog of repair jobs. For a significant period, during the Covid pandemic, only emergency or high-risk repairs were carried out. This greatly increased the number of outstanding repairs and in some cases also increased the extent of the work subsequently required. A disproportionate amount of reactive maintenance compared to planned maintenance also contributed to the heightened number of outstanding repairs. While significant progress has been made in reducing outstanding work, without additional external support it will take too long to carry out the required repairs to our tenants’ properties. It is unfair that tenants should have a further extended wait and further delay in carrying out these repairs. The recommended release of reserves will fund external resources to complete approximately 2000 repairs.

## **Finance**

### **2023/24 Financial Position**

- 4.11 The following table shows the budget position for Q1 and Q2 with the additional spend from reserves requested in the recommendation.
- 4.12 Babergh District Council – The 2023/24 budget approved in February 2023 assumed use of reserves of £602k. The revised forecast at Q2, including transformation costs of £179k and

catchup repairs of £375k brings the **total amount to be funded from reserves to £1,545k, an increase of £943k**. This will result in a **balance left in reserves at the end of 2023/24 of £14,663k**.

- 4.13 Mid Suffolk District Council – The 2023/24 budget approved in February 2023 assumed use of reserves of £816k. The revised forecast at Q2, including transformation costs of £165k and catchup repairs of £375k brings the **total amount to be funded from reserves to £1,488k, an increase of £672k**. This will result in a **balance left in reserves at the end of 2023/24 of £4,761k**.

Setting an accurate budget for Building Services during annual budget setting in February 2023 was particularly challenging because data cleansing and a re-assessment of outstanding jobs was still ongoing, and this was required to fully understand the requirements for resources and contracts.

Babergh District Council 2023/2024 Q2 Monitoring							
	Prior Year Outturn	Budget	Q1 Forecast	Q2 Forecast 2023/24	Variance (favourable) / adverse	Variance to Q1	% variance
	£'000	£'000	£'000	£'000	£'000	£'000	
Dwelling Rents	(17,489)	(18,740)	(18,807)	(18,761)	(21)	46	0%
Service Charges	(568)	(607)	(639)	(645)	(38)	(6)	6%
Non Dwelling Income	(211)	(238)	(224)	(225)	13	(1)	-6%
Other Income	(58)	(67)	(66)	(53)	14	13	-21%
Interest Received	(203)	(10)	(10)	(10)	-	-	
<b>Total Income</b>	<b>(18,529)</b>	<b>(19,662)</b>	<b>(19,746)</b>	<b>(19,693)</b>	<b>(31)</b>	<b>53</b>	<b>0%</b>
Housing Management (includes Tenancy Services, Housing Solutions and Corporate Resources)	3,954	5,158	5,196	4,944	(214)	(252)	-4%
Building Services	4,013	4,999	5,323	6,058	1,059	735	21%
Repairs and Maintenance (all areas except Trades Team)	1,220	1,030	1,057	1,160	130	103	13%
Depreciation	4,830	4,817	4,817	4,817	-	-	0%
Interest payable	2,795	3,068	3,068	3,068	-	-	0%
Revenue Contribution to Capital	2,633	1,092	1,092	1,092	-	-	0%
Bad Debt Provision	87	100	100	100	-	-	0%
<b>Total Expenditure</b>	<b>19,533</b>	<b>20,264</b>	<b>20,653</b>	<b>21,239</b>	<b>975</b>	<b>586</b>	<b>5%</b>
<b>Deficit / (Surplus) for Year</b>	<b>1,004</b>	<b>602</b>	<b>907</b>	<b>1,545</b>	<b>944</b>	<b>639</b>	
Strategic Reserves	(15,093)	(14,491)	(14,186)	(13,547)			
Other Earmarked Reserves	(116)	(116)	(116)	(116)			
Housing Fund Working Balance	(1,000)	(1,000)	(1,000)	(1,000)			
HRA Reserves at year end	(16,209)	(15,607)	(15,302)	(14,663)			

Mid Suffolk District Council 2022/2023 Q2 Monitoring							
	Prior Year Outturn	Budget	Q1 Forecast	Q2 Forecast 2023/24	Variance (favourable) / adverse	Variance to Q1	% variance
	£'000	£'000	£'000	£'000	£'000	£'000	
Dwelling Rents	(15,178)	(16,245)	(16,524)	(16,512)	(267)	12	2%
Service Charges	(643)	(708)	(750)	(764)	(55)	(13)	8%
Non Dwelling Income	(362)	(396)	(410)	(407)	(11)	3	3%
Other Income	(31)	(51)	(52)	(43)	7	9	-15%
<b>Total Income</b>	<b>(16,215)</b>	<b>(17,400)</b>	<b>(17,736)</b>	<b>(17,726)</b>	<b>(326)</b>	<b>11</b>	<b>2%</b>
Housing Management (includes Tenancy Services, Housing Solutions and Corporate Resources)	3,595	5,137	5,181	4,798	(339)	(383)	-7%
Building Services	4,100	4,897	5,194	6,032	1,135	838	23%
Repairs and Maintenance (all areas except Trades Team)	708	765	765	966	202	201	26%
Depreciation	4,622	4,617	4,617	4,617	-	-	0%
Interest payable	2,790	2,700	2,700	2,700	-	-	0%
Revenue Contribution to Capital	1,058	-	-	-	-	-	-
Bad Debt Provision	48	100	100	100	-	-	0%
<b>Total Expenditure</b>	<b>16,921</b>	<b>18,216</b>	<b>18,557</b>	<b>19,213</b>	<b>998</b>	<b>656</b>	<b>5%</b>
<b>Deficit / (Surplus) for Year</b>	<b>706</b>	<b>816</b>	<b>821</b>	<b>1,488</b>	<b>672</b>	<b>667</b>	
Strategic Reserves	(4,994)	(4,178)	(4,173)	(3,506)			
Other Earmarked Reserves	(46)	(46)	(46)	(46)			
Housing Fund Working Balance	(1,209)	(1,209)	(1,209)	(1,209)			
HRA Reserves at year end	(6,286)	(5,433)	(5,428)	(4,761)			

### 2024/25 HRA Budget Impact

#### Babergh

#### Mid Suffolk

	Salary	NI	Pension	Salary	NI	Pension	total
2024/25 Budget	£ 1,700,645.50	£ 178,457.74	£ 431,580.32	£ 1,569,826.62	£ 164,730.22	£ 398,381.83	£ 4,443,622.22
2023/24 Budget	£ 948,599.00	£ 89,907.00	£ 238,026.00	£ 875,405.00	£ 82,965.00	£ 219,658.00	£ 2,454,560.00
Increase in Budgets	£ 752,046.50	£ 88,550.74	£ 193,554.32	£ 694,421.62	£ 81,765.22	£ 178,723.83	£ 1,989,062.22

4.14 The increase in **2024/25** HRA salary budget for Babergh would be **£1,034k**.

4.15 The increase in **2024/25** HRA salary budget for Mid Suffolk would be **£954k**.

This includes an additional £444K, which is required to begin the next phase of transformation from November 2023; without this, the DLO will continue to be unable to keep up with the level of repairs and start to improve the offer to customers.

## 5. RISK MANAGEMENT

### 5.1 Key risks are set out below:

Risk Register	Risk Description	Likelihood	Impact	Mitigation Measures
Significant Risk Register SRR004MSDC	MSDC may be unable to react in a timely and effective way to financial demands.	2	3	Monitoring and reporting of financial forecast. Capital reserves. SLT position review workshops. Cabinet briefings to review position and budget options. Budget approval. Internal and external audits.
Significant Risk Register SRR004BDC	BDC may be unable to react in a timely and effective way to financial demands.	3	3	Monitoring and reporting of financial forecast. Capital reserves. SLT position review workshops. Cabinet briefings to review position and budget options. Budget approval. Internal and external audits.
Significant Risk Register SRR022	The Councils may fail to recruit and retain employees	3	3	Review of pay and reward. Review or learning and development budget. Utilisation of agencies and fixed term contracts. Provision of recruitment support from HR. Wellbeing provision and education. ED&I champions.
Significant Risk Register SRR005	The Councils may suffer a perception of untrustworthiness and poor reputation	3	2	Optimisation of governance systems and processes. Member Development Programme. Leadership and Management Development Programme. Development of communications and engagement strategy. Dedicated officer liaison links for Parish and Town Councils. Update staff on outcomes framework. Improved communication between teams. Annual Resident survey. Engagement with residents for Corporate Plan refresh.
Significant Risk Register SRR008MSDC	MSDC may fail to be financially stable	2	4	Sharing of integrated workforce with Babergh. Single efficient office space with remote working strategy. Joint strategic plan Joint medium term financial strategy. Shared outcomes. Joint performance and risk monitoring. Shared policies and procedures. Joint Cabinet briefings, audit and standards, overview and scrutiny.
Significant Risk Register SRR008BDC	BDC may fail to be financially stable	2	4	Sharing of integrated workforce with Mid Suffolk. Single efficient office space with remote working strategy. Joint strategic plan Joint medium term financial strategy. Shared outcomes. Joint performance and risk monitoring. Shared policies and procedures. Joint Cabinet briefings, audit and standards, overview and scrutiny.
Significant Risk Register SRR023	The Councils building services provision may not	3	3	Governance framework in place including SLT and members. Short term contracts provisioned to

	meet regulatory standards			ensure compliant position. Action plan for all consumer standards building safety bill, FSO contract renewal to understand those that require re-procurement. Renewal or extension of contracts where required. BAU issues relating to compliance or service delivery managed on a case by case basis pending diagnostic reports. Revision of building services business strategy. Improvement of contract management and contract specifications. Building services transformation programme with diagnostic exercise. Referral to the Regulator with action plan and close regulation regime in place.
Building Services Risk Register ORR003	BMSDC will be non-compliant to home standards	3	3	Interim specialist staff recruited to support permanent staff to deliver BAU. Interim team structure in place to provide clarity on roles and responsibilities in each compliance area. Investigate purchasing a new IT system solution for better scheduling/recording and sharing of information when carrying out repairs both minor and major which affect planned programme and compliance.
Building Services Risk Register ORR004	Tenants may not be safe in their homes	2	2	Interim specialist staff recruited to support permanent staff to deliver BAU. Interim team structure in place to provide clarity on roles and responsibilities in each compliance area. Improvement to in-house repairs service to ensure repairs are completed in a timely fashion. Use of sub-contractors for High Risk repair jobs and to completed agreed WiP.
Building Services Risk Register ORR005	BMSDC may be in breach of the Social Housing Regulations	2	2	Governance structure in place. Fortnightly updates to Housing Portfolio Holders and Leaders. Regular updates to the Cabinets in informal sessions. Briefings for any Political Groups who request one. Ongoing work with the regulator.

## 6. CONSULTATIONS

- 6.1 All relevant employees will be consulted as part of the restructure of the Direct Labour Organisation.

## 7. EQUALITY ANALYSIS

- 7.1 No equalities impacts have been identified at this stage. The relevant equalities impact assessments will be carried out as part of the Direct Labour Organisation restructure and as part of the commissioning processes for contracts referred to earlier in this report.

## 8. ENVIRONMENTAL IMPLICATIONS

- 8.1 No environmental implications have been identified at this stage but will be considered as part of the detailed transformation of the Direct Labour Organisation, for example, in relation to areas such as job allocation and sourcing of job materials. Also, distance travelled to pick up materials.

**9. APPENDICES**

9.1 Appendix A – Summary of progress to date

**10. BACKGROUND DOCUMENTS**

10.1 None

## **Appendix A – A summary of progress to date**

### Work to date

While the Transformation Team has been carrying out the diagnostic work on the Direct Labour Organisation, the Director of Housing and her team have continued to make progress and improvements. This has included the following.

- The appointment of two new heads of service (one for Direct Labour Organisation Operations and one for Compliance and Investment).
- Work with a Data Analyst to improve data accuracy and content.
- A reduction by a third of outstanding repairs. This has taken place by carrying out data cleansing, which is continuing and sending the oldest jobs to our contractor. This is set to further improve with 2000 jobs being sent out to contractors to clear the backlog.
- The introduction of new Key Performance Indicators.
- Updated training for the trades' officers.
- Investment in NEBOSH (National Examination Board in Occupational Safety and Health) qualifications for nine managers and team leaders.
- Updated provision and use of mobile and in-office technology to improve communication and efficiency of job management.
- Proactively seeking feedback from tenants about repairs every quarter.
- We are currently in the process of engaging external fencing, roofing and electrical contractors to ensure the high-risk jobs are carried out in a timely manner - these types of job are also often time consuming, with the bigger jobs tying up our own trades people for substantial periods, while other jobs back up.
- This approach helps us manage our assets, as when jobs are not completed, further deterioration can occur, increasing cost and leading to further distress for the tenant.

The investment requested today to fund the next stage of transformation will focus on doing all the basics very well, recognising that this is the cornerstone of excellence, which is of course the standard to which we aspire.

We have looked at best practice in this field from elsewhere and know that the path to excellence is also underpinned by a relentless focus on leadership, strategy, information management, staff, processes, value for money and most importantly the tenants' voice and satisfaction. We are cognisant of the need to ensure that these themes continue to be embedded as part of the change process and beyond.

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# Agenda Item 9

## BABERGH DISTRICT COUNCIL

<b>TO:</b> Cabinet	<b>REPORT NUMBER: BCa/23/24</b>
<b>FROM:</b> Deputy Political Leader and Cabinet Member for People and Place	<b>DATE OF MEETING: 7 November 2023</b>
<b>OFFICER:</b> Director for Planning and Building Control	<b>KEY DECISION REF NO. CAB453</b>

### POTENTIAL LOCAL LISTED BUILDING CONSENT ORDER FOR INSTALLING ENERGY EFFICIENCY MEASURES

#### 1. PURPOSE OF REPORT

The purpose of this report is to seek Cabinet approval for initiating a seven-week consultation period on a potential Local Listed Building Consent Order ('LLBCO'). The objective of the LLBCO would be to streamline the process for installing energy-efficient measures in listed buildings, or related improvement works, within the District or specified area, subject to specific conditions outlined in the Order. This initiative aligns with the Council's commitment to achieving carbon neutrality by 2030 (having declared a "Climate Emergency" in 2019), while also safeguarding the district's valuable heritage.

It should be noted that the adoption of an LLBCO is not a widespread practice among local authorities and, as far as officers are aware, would be unique in East Anglia. As such, a meticulous approach is essential to mitigate risks and prevent unjustifiable harm to the heritage interest and thus significance, of listed buildings that may be affected. To this end, the report proposes an initial consultation exercise involving local amenity societies and other key stakeholders including the public. The consultation aims to scrutinise the conditions proposed in this report, thereby ensuring a balanced approach that may both accelerate our environmental objectives and conserve the heritage assets in question. The consultation therefore recognises both the fundamental principle of heritage conservation and the important positives to be gained through the inclusion of energy efficient measures or streamlining the consent for other works.

#### 2. OPTIONS CONSIDERED

Two options have been identified, the implications of which are identified below:

- 2.1 The first option is to continue relying on the traditional Listed Building Consent application process. Whilst this approach has been and remains the standard, feedback from councillors and the public suggests that it is perceived as inefficient and burdensome in terms of time and cost. Many works may of themselves be unobjectionable and therefore a streamlined approach would be advantageous in those circumstances.

- 2.2 The second option involves preparing for a seven-week consultation period to explore the feasibility and appropriateness of implementing a LLBCO. It is crucial to clarify that initiating this consultation does not automatically imply that such an Order will be enacted. Rather, the consultation aims to gather opinions on the LLBCO as a potential tool for achieving our carbon neutrality goals and assisting homeowners in making energy-efficient upgrades and other improvements to their properties. In that regard the benefits are various and would include energy efficiency and cost savings, as well as protecting these important historic buildings from the worst effects of climate change.
- 2.3 Given the district's rich heritage landscape, characterised by a diverse range of assets varying in age and significance, a prudent approach may involve piloting the LLBCO in a specific parish, village, or Conservation Area initially. This would allow for a more controlled evaluation of the Order's impact recognising that there may not be a 'one size fits all' solution.
- 2.4 The adoption of a LLBCO would signal the Council's ambition to meet its net zero carbon targets, particularly given the high proportion of listed buildings within the district. The Order would delineate explicit conditions aimed at minimising harm to affected heritage assets such that the works in question would be clearly and convincingly justified. Legal requirements mandate the annual review and monitoring of the LLBCO, providing an opportunity to assess effectiveness and make necessary adjustments. Should the Order result in unintended negative consequences for our historic buildings, options to amend or rescind it are available. Furthermore, this approach offers the advantage of co-designing the LLBCO details with external organisations and the community, thereby ensuring that the policy is shaped in a manner that addresses concerns related to the protection of listed buildings.

<p><b>3. RECOMMENDATIONS</b></p> <p>Cabinet approval is sought to commence a seven-week period of consultation, commencing 10<sup>th</sup> November 2023 and ending 29<sup>th</sup> December 2023, on the proposed scope and conditions of a Local Listed Building Consent Order.</p>
<p><b>REASON FOR DECISION</b></p> <p>A Local Listed Building Consent Order would make it easier for the owners of designated heritage assets to implement energy efficiency or other improvements to their buildings, in line with the Council's commitment to reach its net zero carbon commitments by 2030. Such improvements would also be beneficial to the buildings, in improving resilience to climate change.</p>

**4. KEY INFORMATION**

What is a LLBCO?

Local Listed Building Consent Orders were introduced by section 60 of the *Enterprise and\_Regulatory Reform Act 2013*.

A LLBCO is a legal instrument that empowers the Council to grant consent for specified works to listed buildings within a designated area or for buildings of a

specific type. This proactive approach eliminates the need for individual property owners to submit separate applications, allowing them to undertake works in accordance with conditions specified in the Order.

### Legal and Policy Framework

The formulation of a LLBCO is to be consistent with sections 16 and 66 of the *Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990*. This legal duty mandates that local planning authorities must pay special regard to the desirability of preserving a listed building or its setting or any features of special architectural or historic interest which it possesses. i.e., to seek to preserve and do no harm. That duty is a matter of considerable importance and weight and whilst it is not expressly prohibitive of works that may cause harm, any such harm must be clearly and convincingly justified. Additionally, the LLBCO is consistent with Chapter 16 of the National Planning Policy Framework ('NPPF'), which emphasises the importance of sustaining and enhancing heritage assets while ensuring their viable use.

### Climate Goals and Heritage Assets

The Council has declared a Climate Emergency and aims for the district to achieve carbon neutrality by 2030. To reach this ambitious target, the Council is actively collaborating with businesses, residents, and local organisations through its Action Plan. Given that the district is home to a significant number of listed buildings – integral to its rich historic environment – consideration should be given to including these buildings in a comprehensive strategy to reduce emissions.

### Energy Performance and Historic Buildings

Historic buildings often exhibit poor energy performance due to factors such as limited insulation, single glazing, and inadequate air tightness. However, the 2020 Heritage Counts report by Historic England<sup>1</sup> indicates that retrofitting energy-efficient measures into historic homes can yield substantial long-term carbon savings. For instance, carbon emissions can be reduced by up to 84% in a detached Victorian home, 62% in a Georgian terrace, 58% in a 1900s terrace, 56% in a Victorian semi-detached, and 54% in a Victorian terrace. These reductions not only contribute to environmental sustainability but also result in cost savings for homeowners. Certain measures may also protect the fabric of heritage assets as our climate changes.

## **5. CONDITIONS**

### General Requirements for Consent

Any subsequent LLBCO would specify conditions that would need to be met before consent is granted/actionable. These conditions would undergo rigorous evaluation during a consultation phase to ensure they align with the Council's objectives and legal obligations. It is therefore intended that, subject to the initial consultation process being sought for approval in this Report, any subsequent draft LLBCO would

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<sup>1</sup> Historic England, *Know your home know your carbon: reducing carbon emissions in traditional homes* (2021): <<https://historicengland.org.uk/content/heritage-counts/pub/2020/hc2020-know-your-home-know-your-carbon/>>

itself be subject to consultation in order to receive feedback and undergo revisions and refinement as may be necessary.

### Potential for Photovoltaic (PV) Installations

While the installation of solar PV systems may be considered as an option for enhancing energy efficiency – and the principle of which could be tested through the consultation exercise – it should be noted that a separate Local Development Order ('LDO') may be more appropriate for granting planning permission for PV installations within the grounds of a property, rather than direct attachment to the building itself. This too can be established through the consultation exercise, where officers consider that the installation of solar PV directly to listed buildings may be difficult to justify on any broad and meaningful basis. Stakeholder views will nevertheless be sought of approval is given for the initial consultation exercise.

### Technical Specifications and Historic Fabric

The LLBCO would outline technical requirements for any approved alterations or extensions. These conditions aim to protect the historic fabric of a building, and the Council will exercise oversight to ensure that installation methods do not compromise their special heritage interest and significance.

### Additional Safeguards

In light of the unique challenges posed by historic buildings, the LLBCO would also consider conditions related to other retrofitting measures. These may include approaches to wall insulation and secondary double glazing, among others, to ensure they do not negatively impact the building's heritage value.

## **6. PROPERTIES EXCLUDED FROM THE ORDER**

There is clearly a balance to be struck between improving the energy performance of a listed building and the impact sustainability measures can have on the significance of a heritage asset. The intention is to include at least all Grade 2 buildings within the Order and any specified area for it to be in force, but to exclude those with a higher status as they are of particularly important and/or exceptional interest. This is because, as the courts have directed, the weight to be given to the desirability of preserving the significance of listed buildings is not uniform: it will depend upon the extent of any impact or harm, and the extent of the significance of the heritage asset in question. This can be further clarified through consultation.

## **7. THE OPERATION OF THE ORDER**

An Order will typically run for five years; however, its operation should be reviewed annually to check how many applications have been received and for officers to assess its impact on the listed buildings affected.

If at any time during the life of an Order it is considered that it is either ineffective or is giving rise to unexpected and unacceptable harm to listed buildings to which it applies, it can be varied or revoked. This would mean any works previously covered by the Order which have not been started, would no longer benefit from the consent granted through the Order.

If at the end of the term of the Order it is considered that it is operating effectively and does not give rise to undue harm, it will be renewed, and a longer term considered. As an Order confers listed building consent for specified works, a breach of the Order by carrying out works not authorised by the Order may lead to enforcement action.

## 8. LINKS TO CORPORATE PLAN

This report closely aligns with our new emerging strategic priorities of responding to climate change, in particular our focus on supporting more energy efficient buildings.

## 9. FINANCIAL IMPLICATIONS

There are limited financial implications arising from the process of consultation which would be electronic / paperless so far as possible.

The Council does not receive any fees for determining listed building consent applications, so there would be no loss of income (in fact, cost savings could be made through the imposition of an LLBCO because officer time would be reduced).

Depending upon the outcome of consultation, the Council may then determine to proceed with the preparation of a LLBCO. Due to its technical nature, and the resource required in its drafting and preparation, external assistance may be required. Likewise, as a legal instrument, advice and review by counsel may be necessary.

## 10. LEGAL IMPLICATIONS

11. The *Enterprise and Regulatory Reform Act 2013* inserted sections 26A-K and Schedule 2A into the *Planning (Listed Building and Conservation Areas) Act 1990*. The purpose of this amendment was to reduce the number of listed building consent applications for works which are considered not to be harmful, nor to have a significant impact on a building's special interest, through the introduction of LLBCO among other tools.

## 12. RISK MANAGEMENT

13. This report is most closely linked with the Development Management Services Operational Risks No. 22, a summary of these risks and mitigation measures are set out below:

Key Risk Description	Likelihood 1-4	Impact 1-4	Key Mitigation Measures	Risk Register and Reference*
The potential for unjustified harm to the significance of affected listed buildings.	1	3	The conditions applied to the Order are intended to guard against this and ensure that any adverse impact is clearly and convincingly justified.	Development Management Operational Risk Register- Risk reference 22

The Order it is too restrictive on owners, and there is a low take up.	3	2	Information on the effectiveness of the Order will be reviewed on an annual basis and changes to the conditions will be actively considered	
The proposed changes are taken forward at pace, the opportunity to consider the impact on the Council's reputation are not adequately considered	2	2	<ul style="list-style-type: none"> <li>• Officers will take into account the learning of other councils to have applied these special arrangements, including the Royal Borough of Kensington and Chelsea, and the Wirral.</li> <li>• We are undertaking a seven-week period of consultation that will help shape the details of the LLBCO before it is implemented.</li> <li>• We will consider piloting the LLBCO in a specific parish, village, or Conservation Area initially, which will allow for a more controlled evaluation of the Order's impact.</li> </ul>	
The LLBCO results in unintended negative consequences for our historic buildings	1	3	We will ensure the LLBCO is kept under careful review, the option to amend or rescind it are available	

## 14. CONSULTATIONS

- 14.1 A seven week period of consultation will allow interested parties the opportunity to help us to determine the feasibility and viability of LLBCO and the form and shape that it may take, including the conditions that will apply. The consultation will be targeted at national and amenity societies, including Historic England, parish councils, the public, and other local stakeholders including Suffolk Preservation Society. We would seek to publicise the consultation through the Council's website and social media to include as many different voices as possible. It is also possible to publish an advertisement in the local press. Officers are exploring the means to undertake a dedicated mailshot, but the costs may be prohibitive. A copy of the consultation questionnaire (and summary document) is included at Appendix A.
- 14.2 Representations received in response to the consultations would be considered in drawing up any subsequent LLBCO.

## 15. EQUALITY ANALYSIS

16. The decision to consult with others before proceeding to prepare a LLBCO means we should be mindful of any negative equality impact, but it does not require a more formal assessment at this stage.

## 17. ENVIRONMENTAL IMPLICATIONS

This approach is intended to signal to owners of listed buildings that the principle of incorporating modern efficiency measures in listed buildings may be an acceptable one, provided careful detailing is applied. An increase in such measures within the district would have a significant impact on the Council's carbon footprint.

## 18. APPENDICES

Title	Location
(a) The consultation questionnaire and summary	Link
(b)	
(c)	

## 19. BACKGROUND DOCUMENTS

- 19.1 None

## 20. REPORT AUTHORS

Steven Stroud; Strategic and Professional Lead - Development Management and Heritage

**Email:** [steven.stroud@baberghmidsuffolk.gov.uk](mailto:steven.stroud@baberghmidsuffolk.gov.uk)

**Tel:** 07895 331825

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## Your Input Needed on Local Listed Building Consent Orders (LLBCOs)

### Questionnaire

1. Do you agree with the principle of introducing a Local Listed Building Consent Order (LLBCO) to streamline the process for making energy-efficient improvements to listed buildings?
2. Given the district's diverse heritage landscape, would you support piloting a LLBCO in a specific parish, village, or Conservation Area initially for a more controlled evaluation?
3. Alternatively, do you think a district-wide approach to implementing the LLBCO would be feasible, or more effective?
4. Should additional information (e.g., architectural drawings, method statements) be required for written approval before approved works can commence?
5. Should the LLBCO include guidelines on materials and methods to ensure that works are sympathetic to the historic fabric of the building?
6. Should the LLBCO apply only to Grade II listed buildings, excluding all Grade II\* and Grade I buildings?
7. What types of energy-efficient works do you think should be included in the LLBCO (e.g., insulation, window upgrades such as replacements and double/triple glazing, heat pumps and biomass boilers, etc.)?
8. Do you think the LLBCO should also consider other retrofitting measures like wall insulation and secondary double glazing?
9. Would you agree with the principle of pre-approving the installation of solar PV panels to a building subject to conditions?
10. Should the LLBCO include conditions related to the visual impact of any installations, to ensure they do not detract from the building's heritage value?
11. Do you agree with an annual review of the LLBCO to assess its impact and make necessary adjustments?
12. Should the LLBCO be revoked or amended if it leads to unintended negative impacts on listed buildings?
13. Please provide us with any further comments you would like to make.

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## **Consultation Summary:**

### **Time to make our listed buildings ready for the future?**

#### **Councils want to hear your views on Local Listed Building Consent Orders (LLBCOs)**

Babergh and Mid Suffolk District Councils are exploring a new way to help owners of listed buildings make their properties more energy-efficient and sustainable, while preserving their historical significance. Babergh District Council is leading the initiative in considering the introduction of a Local Listed Building Consent Order ('LLBCO'), a legal tool that would simplify the process for making certain types of improvements to listed buildings, where it is recognised that many owners find it difficult to navigate the current legislative process.

#### What is a LLBCO?

A LLBCO allows the Council to pre-approve specific types of work on listed buildings, eliminating the need for individual applications. This means that if your building falls under the LLBCO, you could carry out approved works without going through the usual lengthy consent process, so long as you meet certain conditions.

#### Why is this Important?

We're committed to reducing carbon emissions and making our district more sustainable to meet our commitment of achieving carbon neutrality by 2030. At the same time, we have a duty to protect our rich cultural heritage. We hope to strike a balance between these two important goals and want to consider if the use of a LLBCO would be of benefit. It could make it easier for you to improve your property's energy efficiency and safeguard and protect the fabric of your home while ensuring that any changes respect its significance as a heritage asset.

#### Who Does This Affect?

The LLBCO would be most relevant for owners of listed buildings, but we value the views of all stakeholders who share in our rich historic environment.

#### Have Your Say

We want to hear from you! Your feedback will help us fine-tune the conditions and guidelines for the LLBCO.

**This consultation will run from 10<sup>th</sup> November until 29<sup>th</sup> December 2023**

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# Agenda Item 10

## BABERGH DISTRICT COUNCIL

<b>TO:</b> BDC Cabinet	<b>REPORT NUMBER:</b> BCa/23/25
<b>FROM:</b> Deputy Political Leader of the Council and Cabinet Member for People and Place (West & East)	<b>DATE OF MEETING:</b> 03-10-2023
<b>OFFICER:</b> Tom Barker, Interim Director for Communities & Wellbeing	<b>KEY DECISION REF NO.</b> CAB449

### HEALTH BEHAVIOURS PARTNERSHIP AGREEMENT

#### 1. PURPOSE OF REPORT

- 1.1 To provide information on a new partnership between all Suffolk District and Borough Councils and Suffolk County Council to co-produce, deliver and support the Healthy Behaviours offer for Suffolk, known as 'Feel Good Suffolk'.
- 1.2 For Cabinet to note the agreement at Appendix 1 that sets out the basis on which partners have agreed to develop and operate the Partnership.

#### 2. OPTIONS CONSIDERED

- 2.1 To note the report and Healthy Behaviours Partnership Agreement

#### 3. RECOMMENDATIONS

- 3.1 To note the report and the Healthy Behaviours Partnership Agreement.

#### REASON FOR DECISION

- 3.2 So that Cabinet is updated on progress made with the partnership and development of a new Feel-Good Suffolk Healthy Behaviours offer for Suffolk and understands the principles by which the partnership will operate and its key objectives to co-produce, deliver, and support the Healthy Behaviours offer for Suffolk, including:
  - (a) Reducing smoking prevalence.
  - (b) Reducing inactivity; and
  - (c) Reducing the number of adults who are overweight or obese

## 4. KEY INFORMATION

### What is Feel Good Suffolk?

4.1 'Feel Good Suffolk' (FGS) a new approach to providing important health and wellbeing services to the people of Suffolk, including support to quit smoking, lose weight and to be more active.

4.2 FGS is a partnership of local councils and SCC public health colleagues working together, building on our close links with communities and our existing local assets to offer greater choice and flexibility of services to meet the needs of residents.

### 4.3 Feel Good Suffolk Vision:

***“People in Suffolk are helped at the right time and place to make positive changes to their health and wellbeing”.***

### 4.4 Feel Good Suffolk Service Description:

*Feel Good Suffolk supports people to make positive changes to their health and wellbeing covering losing weight, giving up smoking and becoming more active. It is designed to provide a choice of services close to people, at the right time to support steady and lasting improvements to people's health.*

### 4.5 Strapline

*Supporting healthy changes, one step at a time*

4.6 We are taking a new approach to improve health and wellbeing in Suffolk acknowledging the complex issues underlying unhealthy behaviour choices. The model will be based on choice, flexibility, and ease of access to quality information and support.

4.7 This is a new model moving away from a traditional model of directly commissioned services and is being developed in partnership with SCC Public Health, District and Borough Councils and working alongside NHS and our leisure operators – (Abbeycroft for Babergh and Everyone Active for Mid Suffolk).

4.8 Over time the Partnership will build on our relationships with existing specialist providers, especially the Voluntary Community, Faith and Social Enterprise sector, to ensure a wide range of good quality local provision.

4.9 One of the benefits of District and Borough Councils working alongside Public Health is the access to a wide range of insight and data that is critical to better understand social determinants of health and how we might work together with our communities to improve health outcomes. Layering this approach to intelligence and how we might use population health management to target and transform how we deliver services might also provide the opportunity to enhance the number of people engaged in healthy behaviours, anticipating need earlier.

4.10 At district level we are responsible for the development and delivery of multiple services that connect with people in the places they live. Including housing, community development and environmental services. This will be a key lever to

delivering healthy behaviours as it provides an opportunity to develop and embed a 'making every contact count' approach to how we connect with people and stimulate behaviour change. District and Borough Councils are already delivering activity, (including in partnership with local alliances), to deliver outcomes that align to the Healthy Behaviours contract. This includes established relationships with leisure providers and community leaders.

#### 4.11 Who is feel good Suffolk for?

<b>The Digital Offer</b>	<p>Everyone who wants to learn about / make changes to improve health and wellbeing</p> <p>Residents of Suffolk</p>
<b>Adult Weight Management</b>	<p>Aged 18 years and over</p> <p>Individuals with a BMI &gt; 30 kg.m-2</p> <p>BMI of 27.5 kg.m-2 and are from a Black, Asian or Minority Ethnic group or have a co-morbidity -</p> <p>Have been referred for Diabetes Prevention Programme and not engaged</p> <p>Are eligible for the NHS Digital Tier 2 Weight Management programme</p> <p>Require support while waiting for a Tier 3 weight management referral</p> <p>Are ready to address weight loss requirements</p>
<b>Physical Activity</b>	<p>People who are inactive as set out by the (<a href="#">UK Chief Medical Officers' guidelines</a>)</p> <p>People with Long Term Conditions e.g. diabetes, cancer</p> <p>Groups derived from population health management</p>
<b>Smoking Cessation</b>	<p>Smoking Status at Time of Delivery</p> <p>Targeted interventions for: Routine &amp; Manual Workers; Areas of high prevalence of smoking ; and people living with Severe Mental Illness</p>

## 4.12 Delivery Model

### The Digital Offer

- ❖ There will be a digital front door to the new healthy behaviours offer which provides universal, quality assured information and signposting alongside access to a face-to-face referrals management platform for more intensive support
- ❖ Digitally disadvantaged customers will have the benefit of telephony support.

### Face to face offer

- ❖ A face-to-face offer to support people with more complex needs delivered by Feel Good Suffolk Advisors, who are dedicated advisors who provide support and navigate service users through the process.

### Further Support

- ❖ Onward referrals can be made to clinically trained professional and specialists within the field of weight management, psychology, nutrition, functional or physical activity.
- ❖ At place community-based activities will be accessed via health walks, exercise on referral
- ❖ Adult weight management and Stop Smoking support from commercial operators will also be accessed where needed and appropriate
- ❖ Feel Good Suffolk Advisors will become semi-specialist over time in stopping smoking, Physical Activity or Adult Weight Management and, as part of their role, will deliver education-informed sessions or physical activity interventions.

## 4.13 The Partnership Agreement

- 4.14 The Healthy Behaviours Partnership Agreement (Appendix 1) sets out the key principles and objectives of the partnership. The agreement is centred around the need to work collaboratively, with openness and transparency and adhering to agreed governance processes to achieve an agreed set of objectives that will ensure the effective delivery of the healthy behaviours programme.
- 4.15 The agreement also sets out the responsibilities of each of the delivery partners to ensure performance and quality assurance of the services delivered and use of a shared case management system.
- 4.16 Robust governance arrangements includes the creation of a Partnership Board with representation from each partner.
- 4.17 The financial contribution detailed in the agreement is also set out in Section 6 below.



## 5. LINKS TO CORPORATE PLAN

5.1 The Healthy Behaviours Partnership directly contributes to the Councils Vision: “Great Communities with bright and Healthy Futures that everyone is proud to call home”.

5.2 The new Feel Good Suffolk will also directly contribute to the outcomes detailed in the Councils Wellbeing Strategy:

- ❖ Inequalities are reduced for all groups
- ❖ Residents have the best opportunities to improve their physical and mental health and wellbeing
- ❖ Families lead active, health and safe independent lives and manage their own health and wellbeing

## 6. FINANCIAL IMPLICATIONS

6.1 Suffolk County Council funding to the District Councils

District Council	2023/24		2024/25	2025/26
Adult Obesity				
Babergh	£38,296	Q3 – Q4	£76,592	£76,592
Mid Suffolk	£41,112	Q3 – Q4	£82,224	£82,224
Smoking				
Babergh	£44,380	Q3 – Q4	£112,747	£112,747
Mid Suffolk	£37,645	Q3 – Q4	£95,637	£95,637
Physical Activity				
Babergh	£20,771	Q3 – Q4	£41,542	£41,542
Mid Suffolk	£27,669	Q3 – Q4	£55,337	£55,337

## 7. LEGAL IMPLICATIONS

7.1 The Healthy Behaviours Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from the Agreement. Each Council enter into the Agreement intending to honour all their obligations.

## 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*
Move from procurement to partnership model at pace			Strong and wide partnership with a wealth of resources to call on should enable issues Strong governance to reflect local implementation. Partnership Agreement	
Organisational processes mean insufficient level of support cannot be provided			Organisational steer to Members and senior officers. Clear decisions plan for each organisation	
Failure to agree model			Shared vision for the delivery model, building on the Act Global, Think Local approach Workstreams and Design Group established with oversight of a Steering Group. Direct reporting into SCOLT and SPSL	
Go Live date delayed			PM and Design Lead support within the project Phased approach to delivery	

*\*Healthy Behaviours Partnership Risk Register*

## 9. CONSULTATIONS

9.1 Consultation has taken place with SLT and Cabinet members.


## 10. EQUALITY ANALYSIS

10.1 The Partnership Agreement does not impact or exclude any of the protected characteristics defined under the Equality Act 2010.

## 11. ENVIRONMENTAL IMPLICATIONS

11.1 There no environmental implications associated with this report

## 12. APPENDICES

Title	Location
(a) Health Behaviours Partnership Agreement	 2023-08-04 Healthy Behaviours Partnershi Attached
(b)	
(c)	
(d)	

## 13. BACKGROUND DOCUMENTS

13.1 Healthy Behaviours project plan and risk register.

13.2 Healthy Behaviours Partnership Agreement

## 14. REPORT AUTHORS

Vicky Moseley, Corporate Manager Communities

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DATED

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## **HEALTHY BEHAVIOURS PARTNERSHIP AGREEMENT**

between

**Suffolk County Council**

and

**Ipswich Borough Council**

and

**West Suffolk Council**

and

**East Suffolk Council**

and

**Babergh District Council**

and

**Mid Suffolk District Council**

**CONTENTS**

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**CLAUSE**

1. Background ..... 2

2. Principles ..... 2

3. Objectives ..... 3

4. SCC responsibilities ..... 4

5. Delivery Partners' responsibilities ..... 4

6. Governance ..... 5

7. Term and termination ..... 6

8. Dispute resolution ..... 6

9. Variation ..... 7

10. Charges and liabilities ..... 7

11. Status ..... 7

**Annexes**

ANNEX A The Financial Contribution ..... 9

This agreement is dated

## **Parties**

- (1) SUFFOLK COUNTY COUNCIL of Endeavour House, 8 Russell Road, Ipswich IP1 2BX ("**SCC**")
  - (2) IPSWICH BOROUGH COUNCIL of Grafton House, 15-17 Russell Road, Ipswich IP1 2DE
  - (3) WEST SUFFOLK COUNCIL of West Suffolk House, Western Way, Bury St Edmunds IP33 3YU
  - (4) EAST SUFFOLK COUNCIL of East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT
  - (5) BABERGH DISTRICT COUNCIL of Endeavour House, 8 Russell Road, Ipswich IP1 2BX
  - (6) MID SUFFOLK DISTRICT COUNCIL of Endeavour House, 8 Russell Road, Ipswich IP1 2BX
- ("The Delivery Partners")**

together "the Parties"

### **1. Background**

- 1.1 SCC entered into a contract with Leeds Beckett University dated 1 April 2016 ("**the Contract**") for the provision of public health service functions in the areas of smoking cessation, weight management and physical activity. The Contract expires 30 September 2023.
- 1.2 The Child Weight Management element of the Contract will be brought in-house to SCC.
- 1.3 The Parties have agreed to work together to develop a partnership to co-produce, deliver and support the Healthy Behaviours offer for Suffolk ("**The Partnership**").
- 1.4 This Agreement sets out the basis on which the parties have agreed to develop and operate the Partnership.

### **2. Principles**

- 2.1 Collaborate and co-operate to deliver the objectives of the Partnership.
- 2.2 Pooling of resources, this could include staff time given in kind and all parties would be required to monitor and report their activity and outcomes through the Board.
- 2.3 Adherence to the governance process established by this Agreement.
- 2.4 Accountability to the Partnership for the performance of responsibilities in this Agreement.

- 2.5 Openness and transparency, including the sharing of information to identify solutions, eliminate duplication of effort, ensure consistency in delivery of the offer countywide, mitigate risk and Best Value.
- 2.6 Adherence to statutory requirements and best practice, including public procurement rules, data protection and freedom of information legislation.
- 2.7 Acting in a timely manner.
- 2.8 Acting in good faith.

### **3. Objectives**

- 3.1 To develop a countywide partnership which will work together to co-produce, deliver, and support the Healthy Behaviours offer for Suffolk.
- 3.2 To collaborate to improve the health and wellbeing outcomes for the residents of Suffolk including:
  - (a) Reducing smoking prevalence;
  - (b) Reducing inactivity; and
  - (c) Reducing the number of adults who are overweight or obese
- 3.3 Be active members within the governance structure to bring together and share expertise, knowledge and information to create an agreed approach to Healthy Behaviours.
- 3.4 Share learning and information, and where agreed resources, to deliver the Healthy Behaviours approach.
- 3.5 To maximise success by:
  - (a) Capturing and reporting activity and outcomes;
  - (b) Ensuring residents and service user voice is heard at all levels of the Healthy Behaviours programme and used to inform service development; and
  - (c) Utilising partnership data and external data sources to inform decision making such as Public Health Outcomes Framework [Public health profiles - OHID \(phe.org.uk\)](http://phe.org.uk)
- 3.6 Develop a clear communication plan for Suffolk and joint language about the aspirations for Healthy Behaviours in Suffolk, and agree an approach to evaluation, including reporting of activity and progress.
- 3.7 Ensure the delivery of Healthy Behaviours programme is aligned to the Suffolk Health & Wellbeing Board Strategy and local Alliance delivery plans.



#### **4. SCC responsibilities**

- 4.1 Provide a universal Healthy Behaviours digital offer that supports and connects to the Delivery Partners' offers, including relevant quality information, referral mechanism and case management system.
- 4.2 Use best endeavours to assist the Partnership to achieve its objectives
- 4.3 Commission NHS Health Checks
- 4.4 Maintain and promote the Suffolk Information Partnership (SIP) to enable training and development of the SIP and wider collaboration group.
- 4.5 Maintain and progress the Infolink information to ensure quality information is available for the digital offer.
- 4.6 Support the delivery of behavioural change, through Behaviour Change principles and Asset Based Community Development training to the Partnership.
- 4.7 Provide data, information and historical learning to the Partnership to inform the Healthy Behaviours offer and approach, and to ensure continuous progress.
- 4.8 Feedback data submissions to OHID (Office for Health Improvement and Disparities) as part of the responsibilities of Public Health.

#### **5. Delivery Partners' responsibilities**

- 5.1 Use existing partnerships and contracts, and their unique position within community groups, to encourage uptake of the Healthy Behaviours offer.
- 5.2 Use best endeavours to assist the Partnership to achieve its objectives
- 5.3 Ensure delivery in their area meets the local need and mirrors the countywide offer.
- 5.4 Quality assurance of delivery in their area.
- 5.5 Record activity in their area using the shared case management system.
- 5.6 Provide reports to the Partnership Board to enable SCC to comply with its national reporting responsibilities and to support the Partnership Board Chair collating and providing the reports identified in 6.6.
- 5.7 Support any other reasonable requests from SCC or the Partnership for relevant data/information.

## **6. Governance**

- 6.1 The parties shall form a Partnership Board to review progress in delivering the objectives of the Partnership.
- 6.2 The Partnership Board shall establish Terms of Reference.
- 6.3 The Partnership Board shall comprise one representative from each party. It shall be for each party to nominate their representative. Where the nominated representative is not available to attend a meeting of the Partnership Board, that party shall inform the Chair and a substitute representative may attend in their place.
- 6.4 The Partnership Board shall elect a Chair for a 6-month term. Subsequent Chairs shall each serve a 6-month term, so that during the initial term of this Agreement each party shall take the role of Chair.
- 6.5 The party providing the Chair shall also provide the secretariat function to support the meetings of the Partnership Board for the same 6-month period.
- 6.6 The Partnership Board Chair will collate and submit reports to Health and Wellbeing Board, Suffolk Chief Officers Leadership Team (SCOLT), Suffolk Public Sector Leaders group (SPSL) and Collaborative Communities Board (CCB) based on reporting information provided by Partnership members
- 6.7 The Partnership Board shall initially meet on a monthly basis, and as subsequently agreed between the parties.
- 6.8 The Partnership Board will only meet when a representative is available from each party and shall take decisions through consensus. Formal arrangements for voting will be established by the Partnership where parties consider this necessary.
- 6.9 The Partnership Board may decide to establish sub-committees where this is appropriate to address specific issues.

## **7. Financial Contribution**

- 7.1 SCC will provide funding to the Delivery Partners for the delivery of a core countywide offer in the areas of smoking cessation, adult weight management and physical activity as specified in Annex A (“**the Financial Contribution**”).
- 7.2 For the subsequent financial years, SCC shall confirm to the Delivery Partners the sums that shall be available to support the deliver offer.
- 7.3 The ratios of funding between the three topic areas are based upon:

- (a) Prevalence
- (b) The leading causes of ill health and early death in Suffolk; and
- (c) Levels of deprivation across the county.

The Delivery Partners will decide upon the most appropriate allocation across the topic areas in their locality and however their allocations will not vary substantially from the proportions identified in Annex A or from those specified in the sums confirmed under 7.2.

7.4 Delivery Partners will contribute either financially or in kind.

7.5 The Partnership Board may approve the pooling of budgets.

## **8. Term and termination**

8.1 This Agreement shall commence on 1 October 2023 and shall expire on 30 September 2026.

8.2 The Parties may extend this Agreement by written agreement and will use reasonable endeavours to agree any extension no less than 6 months before expiry of this Agreement.

8.3 A Delivery Partner may terminate their participation in the Partnership (and in doing so terminate their rights and responsibilities under this Agreement) by giving at least 1 year's notice in writing to the other parties.

8.4 Where a Delivery Partner gives notice in accordance with clause 8.3 ("**the Terminating Party**"), the Terminating Party's allocation of the Financial Contribution shall cease from the date their participation in the Partnership terminates, and that funding shall be used either by the Partnership to continue to deliver the Healthy Behaviours offer in the geographical area of the Terminating Party, or shall be used by SCC in delivering its public health service functions in the geographical area of the Terminating Party.

8.5 Where clause 8.3 is invoked, the remaining parties shall consider whether they wish the Partnership to continue.

8.6 SCC may terminate this Agreement on giving the Delivery Partners 1 year's notice in writing but shall only do so after engagement with the Delivery Partners.

## **9. Dispute resolution**

9.1 If any party has any issues, concerns or complaints in relation to the Partnership, that party shall notify the other parties and the parties shall then seek to resolve the issue by a process of consultation. If the issue cannot be resolved within a reasonable period of time the matter shall be escalated to senior representatives of the parties.

9.2 If any party receives any formal inquiry, complaint, claim or threat of action from a third party in relation to the Partnership, that party shall promptly refer the matter to SCC. No action shall be taken in response to any such inquiry, complaint, claim or action, to the extent that such response would adversely affect the Partnership, without the prior approval of the Partnership Board.

**10. Variation**

This Agreement may be varied by written agreement of the Parties.

**11. Costs and liabilities**

11.1 Except as otherwise provided, the parties shall each bear their own costs and expenses incurred in complying with their obligations under this Agreement.

11.2 The parties shall remain liable for any losses or liabilities incurred due to their own or their employee's actions and no party intends that another party shall be liable for any loss it suffers as a result of this Agreement.

**12. Status**

12.1 This Agreement is not intended to be legally binding, and no legal obligations or legal rights shall arise between the parties from this Agreement. The parties enter into the Agreement intending to honour all their obligations.

**13. No partnership or agency**

13.1 Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.

This Agreement has been entered into on the date stated at the beginning of it.

<b>Signed for and on behalf of Suffolk County Council</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**Signed for and on behalf of Ipswich Borough Council**

<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

<b>Signed for and on behalf of West Suffolk Council</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

<b>Signed for and on behalf of East Suffolk Council</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

<b>Signed for and on behalf of Babergh District Council</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

<b>Signed for and on behalf of Mid Suffolk District Council</b>	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

**ANNEX A      The Financial Contribution**

<b>Authority</b>	<b>2023-24</b>	<b>2024/25</b>	<b>2025/26</b>
<b>Adult Obesity</b>			
IBC	£57,241	Q3 - Q4	<b>£114,481</b>
WSC	£67,781	Q3 - Q4	<b>£135,561</b>
ESC	£100,485	Q3 - Q4	<b>£200,970</b>
BDC	£38,296	Q3 - Q4	<b>£76,592</b>
MSDC	£41,112	Q3 - Q4	<b>£82,224</b>
<b>Total</b>	<b>£304,914</b>		<b>£609,828</b>
<b>Smoking</b>			
IBC	£98,702	Q3 - Q4	<b>£250,749</b>
WSC	£87,761	Q3 - Q4	<b>£222,956</b>
ESC	£120,969	Q3 - Q4	<b>£307,319</b>
BDC	£44,380	Q3 - Q4	<b>£112,747</b>
MSDC	£37,645	Q3 - Q4	<b>£95,637</b>
<b>Total</b>	<b>£389,457</b>		<b>£989,408</b>
<b>Physical Activity</b>			
IBC	£59,836	Q3 - Q4	<b>£119,673</b>
WSC	£66,806	Q3 - Q4	<b>£133,613</b>
ESC	£65,988	Q3 - Q4	<b>£131,976</b>
BDC	£20,771	Q3 - Q4	<b>£41,542</b>
MSDC	£27,669	Q3 - Q4	<b>£55,337</b>
<b>Total</b>	<b>£241,070</b>		<b>£482,140</b>