



TO: THE CHAIRMAN AND MEMBERS OF  
BABERGH DISTRICT COUNCIL

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15 May 2017

## PLEASE NOTE TIME OF MEETING

Dear Sir/Madam

The Annual Meeting of the Babergh District Council will be held in the Council Chamber, Council Offices, Corks Lane, Hadleigh on **Tuesday, 23 May 2017 at 9.30 am.**

For those wishing to attend, prayers will be said at 9:25 a.m. prior to the commencement of the Council meeting.

Yours faithfully

A handwritten signature in black ink, appearing to read 'A. Charvonia', with a small flourish at the end.

Arthur Charvonia  
Chief Executive

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

Any member of the public who attends a meeting and objects to being filmed should advise the Committee Clerk.



# AGENDA

## PART 1

ITEM	BUSINESS	<u>Page(s)</u>
1	<u>ELECTION OF THE CHAIRMAN</u>	
2	<u>ELECTION OF THE VICE-CHAIRMAN</u>	
3	<u>APOLOGIES FOR ABSENCE</u>	
4	<u>DECLARATION OF INTERESTS BY COUNCILLORS</u>	
5	<u>BC/17/1 - TO CONFIRM THE MINUTES OF THE MEETING HELD ON 25 APRIL 2017 AS A CORRECT RECORD</u>	1 - 4
6	<u>TO RECEIVE ANY ANNOUNCEMENTS FROM THE CHAIRMAN AND LEADER</u>	
7	<u>ELECTION OF THE LEADER OF COUNCIL</u>	
8	<u>APPOINTMENTS</u>	
a	<u>Designation of Committees and Joint Committees</u> To appoint the following Committees and Joint Committees: <ul style="list-style-type: none"><li>• Babergh Overview and Scrutiny Committee</li><li>• Planning Committee</li><li>• Babergh Licensing and Regulatory Committee</li><li>• Joint Audit and Standards Committee</li><li>• Joint Appointments Committee</li></ul>	
b	<u>BC/17/2 - Political Balance and Composition of Committees and Joint Committees (and Appointment of Councillors to Committees and Joint Committees) (pages 5 – 10)</u>	

Report by the Temporary Assistant Director – Law and Governance attached.

c Election of Chairmen and Vice-Chairmen of Committees

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

To elect a Chairman and Vice-Chairman for the following Committees and Joint Committees:

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

d BC/17/3 - Appointment of Councillors to Outside Bodies (pages 11 – 14)

Report by the Temporary Assistant Director – Law and Governance attached.

e Appointment of Councillors to the Shared Revenues Partnership Committee

The Temporary Assistant Director – Law and Governance to report that, in accordance with the joint arrangements established with Mid Suffolk District Council and Ipswich Borough Council, Council is asked to appoint two Councillors and two substitutes to serve on the Committee for the Current municipal year.

The political balance rules do not apply to Babergh's appointees. The Group Leaders have been asked to put forward names to be considered for these positions.

Babergh's appointees for 2016/17 were Simon Barrett and Peter Burgoyne. The appointed substitute was Margaret Maybury.

ITEM	BUSINESS	<u>Page(s)</u>
f	<u>Appointments to the Suffolk Joint Standards Board</u> <p>The Temporary Assistant Director – Law and Governance to report that, in accordance with the joint arrangements established with Mid Suffolk District Council and Suffolk County Council, Council is asked to appoint three Councillors to serve on the Board for the current municipal year.</p> <p>The political balance rules do not apply to Babergh’s appointees who cannot be:</p> <ul style="list-style-type: none"> <li>• The Chairman of the Council</li> <li>• Members of the Cabinet</li> </ul> <p>The Group Leaders have been asked to put forward names to be considered for these positions. Appointments will be made for the ensuing year, unless one of the circumstances in Section 5 of the Board’s Terms of Reference relating to resignations, removal/replacement of members, changes to the constitutional arrangements takes effect.</p> <p>Babergh’s appointees for 2016/17 were Bryn Hurren, Adrian Osborne and David Rose.</p>	
g	<u>Appointments to the Joint Gypsy and Traveller Steering Group</u> <p>Council is asked to appoint four Councillors to the Joint Gypsy and Traveller Steering Group.</p> <p>Babergh’s appointees for 2016/17 were Sue Ayres, Tony Bavington, Peter Burgoyne and Lee Parker.</p>	
9	<u>BC/17/4 - TIMETABLE OF MEETINGS 2017/18</u>	15 - 16
	<p>At its meeting on 22 December, Councillors noted the Draft Timetable of Meetings for 2017/18 as set out in Paper S96. Councillors were aware that the Timetable would be subject to change as a result of the introduction of the Leader/Cabinet form of governance and the forthcoming move to Endeavour House.</p> <p>The Timetable has now been finalised and Councillors are asked to note Paper BC/17/4 attached.</p>	
10	<u>BC/17/5 - ANNUAL REPORT OF THE JOINT SCRUTINY COMMITTEE 2016/17</u>	17 - 22
	<p>Report by the Temporary Assistant Director – Law and Governance attached.</p>	

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**ITEM****BUSINESS**

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Page(s)**11 EXCLUSION OF THE PUBLIC (WHICH TERM INCLUDES THE PRESS)**

To consider whether, pursuant to Part 1 of Schedule 12A of the Local Government Act 1972, the public should be excluded from the meeting for the business specified below on the grounds that if the public were present during this/these item(s), it is likely that there would be the disclosure to them of exempt information as indicated against the/each item.

The author(s) of the report(s) proposed to be considered in Part II of the Agenda is/are satisfied that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**12 BC/17/6 - CONFIDENTIAL MINUTE OF THE MEETING HELD ON 25 APRIL 2017 (Exempt information by virtue of Paragraph 3 of Part 1)** 23 - 24

For further information on any of the Part 1 items listed above, please contact Committee Services on 01473 826610 or via e-mail at [Committees@baberghmidsuffolk.gov.uk](mailto:Committees@baberghmidsuffolk.gov.uk).

# Agenda Item 5

## BC/17/1

BABERGH DISTRICT COUNCIL

COUNCIL MEETING

MINUTES OF THE MEETING OF THE BABERGH DISTRICT COUNCIL HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE , HADLEIGH ON TUESDAY 25 APRIL 2017

PRESENT

Peter Burgoyne - Chairman

Clive Arthey	Jennie Jenkins
Sue Ayres	Richard Kemp
Melanie Barrett	Frank Lawrenson
Simon Barrett	James Long
Tony Bavington	Margaret Maybury
Peter Beer	Alastair McCraw
Sue Burgoyne	Mark Newman
Dave Busby	Adrian Osborne
Tina Campbell	Jan Osborne
Michael Creffield	Lee Parker
Derek Davis	Peter Patrick
Siân Dawson	Stephen Plumb
Alan Ferguson	Nick Ridley
Barry Gasper	David Rose
Kathryn Grandon	William Shropshire
John Hinton	Ray Smith
David Holland	John Ward
Michael Holt	

The following Members were unable to be present:-

Tom Burrows, Sue Carpendale, Bryn Hurren, John Nunn, Harriet Steer, Fenella Swan and Stephen Williams

105 DECLARATION OF INTERESTS

None declared.

106 CONFIRMATION OF MINUTES

**RESOLVED**

**That the Minutes of the meeting held on 21 February 2017 be confirmed and signed as a correct record.**

107 PAPER S130 - CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to Paper S130 outlining recent events attended by him.

108 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

None received.

109 QUESTIONS BY THE PUBLIC IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

None received.

110 QUESTIONS BY COUNCILLORS IN ACCORDANCE WITH COUNCIL PROCEDURE RULES

None received.

111 JOINT SCRUTINY COMMITTEE REPORT

Councillor Mark Newman circulated notes of the Joint Scrutiny Committee meeting held 19 April 2017 and summarised the main areas covered, as set out below.

Following on from the previous meeting's consideration of the current methods of engaging with our communities, two representatives from the Tenants Forum and one from Suffolk Food Hall gave feedback on their experiences of dealing with the Council. The Committee asked Mike Evans to convey their comments to the Senior Leadership Team with a view to sharing the good points across the organisation, but also to discuss the cultural changes which would help to ensure that the less positive experiences can be addressed. Members also asked for an update to the future Scrutiny Committees on progress in six months' time.

Jon Seed, Corporate Manager – Policy and Strategy (Health and Wellbeing) and Heather Worton, Corporate Manager – Property Services updated Members on the role played by the Councils in tackling delayed transfer of care from hospitals. The main conclusions were that we are working with our partners to help prevent admissions to hospital, and that very few patients are prevented from returning home because of delays in making adaptations to their properties. This work is given a high priority and only affects a very small number of patients.

Members accepted the recommendations of the Task and Finish group which looked at neighbourhood plans, as set out in Paper JSC/16/16, and agreed the contents of the Annual Report to be made to the May Council meetings.

As the outgoing Babergh Chairman of the current Joint Scrutiny Committee, Councillor Newman thanked the Committee Members and officers for their support.

112 PAPER S131 - PAY POLICY STATEMENT FOR 2017/18

Peter Patrick, Enabled and Efficient Organisation Portfolio, introduced Paper S131 setting out the Council's Pay Policy for 2017/18 and seeking Member approval of the Pay Policy Statement attached to the report as Appendix A. The Assistant Director – Corporate Resources responded to questions on the detail of the Policy.

**RESOLVED**

**That the Pay Policy Statement for 2017/18 attached as Appendix A to Paper S131 be approved.**



113 PAPER S132 - ADOPTION OF REVISED CONSTITUTION

Jennie Jenkins, Leader of the Council, introduced the report of the Monitoring Officer (Paper S131) seeking Member approval to a revised Constitution to reflect the Council's previous decision to implement the leader-cabinet model of governance. Members were aware that the Schedule of Amendments (Appendix A to Paper S131) detailed the necessary changes and that the revised document referred to as Appendix B to the report would be fully formatted prior to its publication.

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

**RESOLVED**

**That pursuant to Part I of Schedule 12A of the Local Government Act 1972, the public be excluded from the meeting for the business specified below on the grounds that if the public were present during this item, it is likely that there would be the disclosure to them of exempt information as indicated against the item.**

**The Committee was also satisfied that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.**

115 PAPER S133R - CAPITAL INVESTMENT FUND COMPANY (Exempt information by virtue of Paragraph 3 of Part 1)

The Minute relating to Paper S133R is excluded from the public record. A summary of the Minute made by the Proper Officer in accordance with sub-section 2 of Section 100(c) of the Local Government Act 1972 is set out below.

Members had before them Paper S133 circulated with the agenda for the meeting, which had been the subject of some minor amendments as contained in Paper S133R, but which did not affect the substance of the report. A revised Appendix 4 to the report (Risk Register) was circulated to Members prior to their consideration of this item.

Louise Rawsthorne – Assistant Director, Investment and Commercial Delivery and Ian Winslet – Investment Consultant gave a power point presentation and answered questions from Members on various aspects of the proposed governance and other arrangements for the incorporated structure (CIFCO Ltd). Jennie Jenkins, Assets and Investment Portfolio, proposed the recommendations in the report, which were approved by the Council.

Note: Councillor Melanie Barrett left the meeting at 6.40 p.m. and was not present when the vote was taken on this item.

The business of the meeting was concluded at 7.00 p.m.

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Chairman

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# Agenda Item 8b

## BABERGH DISTRICT COUNCIL

<b>From: Temporary Assistant Director – Law and Governance</b>	<b>Report Number: BC/17/2</b>
<b>To: Annual Council</b>	<b>Date of Meeting: 23 May 2017</b>

### POLITICAL BALANCE AND COMPOSITION OF COMMITTEES AND JOINT COMMITTEES

#### 1. Purpose of Report

Under the provisions of the Local Government and Housing Act 1989, a Local Authority is under a duty to review the allocation of seats to Political Groups at every annual meeting or as soon as practicable after that meeting. In addition, the composition of Committees must be approved at Annual Council each year.

#### 2. Recommendations

- 2.1 That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to this report.
- 2.2 That Committee seats be allocated as set out in Appendix 2 to this report.

#### 3. Financial Implications

- 3.1 None.

#### 4. Legal Implications

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

#### 5. Risk Management

- 5.1 This report is most closely linked with the Council's Significant Business Risk No. 5c – Failure to develop clear governance arrangements that enable the right decisions to be taken that are appropriate for the environment that we are operating in. Key risks are set out below:

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

## 6. **Consultations**

6.1 Consultations have been undertaken with Group Leaders and other relevant Members.

## 7. **Equality Analysis**

7.1 Good governance and democratic, sound and transparent decision-making should enable potential inequalities to become apparent and should therefore be more obviously addressed.

## 8. **Shared Service/Partnership Implications**

8.1 There are no shared service implications.

## 9. **Implications for the Joint Strategic Plan**

Good governance and democratic, sound and transparent decision-making support the delivery of the Joint Strategic Plan.

## 10. **Key Information**

10.1 Under the provisions of the Local Government and Housing Act 1989 where a local authority is grouped for Committee composition purposes, the Authority is required to make arrangements to ensure that its Committees share the same political balance as the full Council.

10.2 The Local Government (Committees and Political Groups) Regulations 1990 allow ungrouped members to receive committee seats if any are left over once allocations have been made to the political groups in proportion to their membership of the authority. The political groups of Babergh make up 100% of the Council and therefore all of the politically balanced Committee seats go to political groups.

10.3 The current Committee structure has 43 available seats which go to political groups.

10.4 Separate items on the composition of the Babergh and Mid Suffolk Joint Standards Board and the Shared Revenues Partnership Committee appear elsewhere on the agenda.

10.5 The first step, therefore, is for the Council to approve the numerical allocation of Committee seats, and the calculation in accordance with the provisions of the Local Government and Housing Act 1989 is shown in Appendix 1 to this report. The calculation provides for 43 Committee seats to the various groups as follows:-

Conservative	-	29 seats
Independent and Labour	-	9 seats
Liberal Democrats	-	3 seats
Independent Conservative	-	2 seats

10.6 Discussions are on-going with Group Leaders on the allocation of seats and therefore Appendix 2 – Composition of Committees will be tabled at the meeting.

## 11. Appendices

Title	Location
Appendix 1 – Size of Committee and numerical allocation	Attached
Appendix 2 – Composition of Committees	To follow

## 12. Background Documents

None.

Emily Yule  
Temporary Assistant Director – Law  
and Governance

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## Babergh District Council – Allocation of Committee Placements 2017-18

COMMITTEES	NO. OF SEATS	CONSERVATIVE (29 MEMBERS)		INDEPENDENT & LABOUR (9 MEMBERS)		LIBERAL DEMOCRATS (3 MEMBERS)		INDEPENDENT CONSERVATIVE (2 MEMBERS)	
OVERVIEW & SCRUTINY	8	5.36	5	1.65	2	0.56	1	0.4	0
JOINT AUDIT AND STANDARDS	8	5.36	6	1.65	1	0.56	0	0.4	1
PLANNING	14	9.38	9	2.94	3	0.98	1	0.7	1
LICENSING & REGULATORY	10	6.7	7	2.1	2	0.7	1	0.5	0
JOINT APPOINTMENTS	3	2.01	2	0.63	1	0.21	0	0.15	0
<b>TOTAL TARGET</b>	43	29	<b>29</b>	9	<b>9</b>	3	<b>3</b>	2	<b>2</b>

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# Agenda Item 8d

## BABERGH DISTRICT COUNCIL

<b>From: Temporary Assistant Director – Law and Governance</b>	<b>Report Number: BC/17/3</b>
<b>To: Babergh District Council</b>	<b>Date of meeting: 23 May 2017</b>

### APPOINTMENTS TO OUTSIDE BODIES FOR 2017/2018

#### 1. Purpose of Report

- 1.1 To consider appointments to Outside Bodies for 2017/2018 as outlined in Appendix A.

#### 2. Recommendation

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

#### 3. Financial Implications

- 3.1 Councillors appointed to Outside Bodies are able to claim expenses in accordance with the Council's Members' Allowances Scheme.

#### 4. Legal Implications

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

#### 5. Risk Management

- 5.1 This report is most closely linked with the Council's Corporate/Significant Business Risk No. 1 (Political and Managerial Leadership). Key risks are set out below:

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

## **6. Consultations**

6.1 Consultations have been undertaken with the Council Leader.

## **7. Equality Analysis**

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

## **8. Shared Service / Partnership Implications**

8.1 To support synergy between the two Councils, opportunities for joint appointments were explored when appointments were reviewed in 2015, and the joint appointments which were identified have been continued.

## **9. Implications for the Joint Strategic Plan**

The annual review process which was agreed at the 2016 Annual Council Meeting enables the Council to review the appropriateness of the appointments in the context of the Council's Strategic Priorities and Delivery Programme.

## **10. Key Information**

10.1 The Leader of the Council will put forward her nominations for the Bodies listed in Appendix A (to follow) and is liaising with the other Group Leaders. Appendix A lists the Bodies to which appointments were made in 2016 after an annual review.

### **Review process**

10.2 A regular review of the list of Outside Bodies will help to ensure relevance and appropriateness of membership by applying basic criteria such as the following:

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

**11. Appendices**

Title	Location
A Representation on Outside Bodies for 2017/2018	To follow

Emily Yule  
Temporary Assistant Director – Law  
and Governance

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## TIMETABLE OF MEETINGS 2017-18

UPDATED 11 MAY 2017

May-17										
M	1	BANK HOLIDAY	8	EXECUTIVE (10am)	15	JOINT AUDIT (10am-BDC)	22	JHB (2.15-MSDC) MSDC ANNUAL COUNCIL (5.30)	29	BANK HOLIDAY
T	2		9		16		23	BDC ANNUAL COUNCIL (9.30)	30	
W	3	DEVELOPMENT CONTROL A (9.30) SI	10	PLANNING (9.30)	17	DEVELOPMENT CONTROL B (9.30) SI	24	PLANNING (9.30)	31	DEVELOPMENT CONTROL A (9.30) SI (Suffolk Show)
T	4	SCC Elections	11	STRATEGY (9.30)	18		25	SCC Annual Council		
F	5		12	Lic Sub (10am)	19		26			
Jun-17										
M			5	MSDC CABINET (2.30)	12		19	BDC OVERVIEW & SCRUTINY (9.30) JHB (2.15-MSDC)	26	
T			6	BDC CABINET (5.30)	13		20		27	
W			7	PLANNING (9.30)	14	DEVELOPMENT CONTROL B (9.30) SI	21	PLANNING (9.30)	28	DEVELOPMENT CONTROL A (9.30) SI
T	1	(Suffolk Show)	8	General Election	15	MSDC OVERVIEW & SCRUTINY (9.30)	22	MSDC COUNCIL (5.30)	29	
F	2	MSDC LICENSING & REG (10am)	9	BDC LICENSING & REG (9.30)	16		23		30	
Jul-17										
M	3		10	MSDC CABINET (2.30)	17	JOINT AUDIT (10am-MSDC) JHB (2.15-BDC)	24	BDC OVERVIEW & SCRUTINY (9.30)	31	
T	4	(LGA Conference)	11		18	BDC COUNCIL (5.30)	25			
W	5	PLANNING (9.30) (LGA Conference)	12	DEVELOPMENT CONTROL B (9.30) SI	19	PLANNING (9.30)	26	DEVELOPMENT CONTROL A (9.30) SI		
T	6	(LGA Conference)	13	BDC CABINET (9.30)	20	MSDC OVERVIEW & SCRUTINY (9.30) MSDC COUNCIL (5.30)	27			
F	7		14		21		28			
Aug-17										
M			7	MSDC CABINET (2.30)	14		21	BDC OVERVIEW & SCRUTINY (9.30)	28	BANK HOLIDAY
T	1		8		15		22		29	
W	2	PLANNING (9.30)	9	DEVELOPMENT CONTROL B (9.30) SI	16		23	DEVELOPMENT CONTROL A (9.30) SI	30	PLANNING (9.30)
T	3		10	BDC CABINET (5.30)	17	MSDC OVERVIEW & SCRUTINY (9.30)	24	MSDC COUNCIL (5.30)	31	
F	4	MSDC LICENSING & REG (10am)	11	BDC LICENSING & REG (9.30)	18		25			
Sep-17										
M			4	MSDC CABINET (2.30)	11	JOINT AUDIT (10am)	18	BDC OVERVIEW & SCRUTINY (9.30) JHB (2.15)	25	
T			5		12		19	BDC COUNCIL (5.30)	26	
W			6	DEVELOPMENT CONTROL B (9.30) SI	13	PLANNING (9.30)	20	DEVELOPMENT CONTROL A (9.30) SI	27	PLANNING (9.30)
T			7	BDC CABINET (9.30)	14	MSDC OVERVIEW & SCRUTINY (9.30)	21	MSDC COUNCIL (5.30)	28	
F	1		8		15		22		29	
Oct-17										
M	2		9	MSDC CABINET (2.30)	16	JHB (2.15)	23	BDC OVERVIEW & SCRUTINY (9.30)	30	
T	3		10		17		24	BDC COUNCIL (5.30)	31	
W	4	DEVELOPMENT CONTROL B (9.30) SI	11	PLANNING (2pm)	18	DEVELOPMENT CONTROL A (9.30) SI	25	PLANNING (9.30)		
T	5		12	BDC CABINET (5.30)	19	MSDC OVERVIEW & SCRUTINY (9.30)	26	MSDC COUNCIL (5.30)		
F	6	MSDC LICENSING & REG (10am)	13	BDC LICENSING & REG (9.30)	20		27			
Nov-17										
M			6	MSDC CABINET (2.30)	13	JOINT AUDIT (10am) JHB (2.15)	20	BDC OVERVIEW & SCRUTINY (9.30)	27	
T			7		14		21		28	
W	1	DEVELOPMENT CONTROL B (9.30) SI	8	PLANNING (9.30)	15	DEVELOPMENT CONTROL A (2pm) SI	22	PLANNING (9.30)	29	DEVELOPMENT CONTROL B (9.30) SI
T	2		9	BDC CABINET (9.30)	16	MSDC OVERVIEW & SCRUTINY (9.30)	23	MSDC COUNCIL (5.30)	30	
F	3		10		17		24			

Dec-17									
M		4	MSDC CABINET (2.30)	11		18	BDC OVERVIEW & SCRUTINY (9.30) JHB (2.15)	25	BANK HOLIDAY
T		5		12		19	BDC COUNCIL (5.30)	26	BANK HOLIDAY
W		6	PLANNING (9.30)	13	DEVELOPMENT CONTROL A (9.30) SI	20	PLANNING (9.30)	27	
T		7	BDC CABINET (5.30)	14	MSDC OVERVIEW & SCRUTINY (9.30)	21	MSDC COUNCIL (5.30)	28	
F	1	8	MSDC LICENSING & REG (10am)	15	BDC LICENSING & REG (9.30)	22		29	
Jan-18									
M	1	8	MSDC CABINET (2.30)	15	JOINT AUDIT (10am) JHB (2.15)	22	BDC OVERVIEW & SCRUTINY (9.30)	29	
T	2	9		16		23		30	
W	3	10	DEVELOPMENT CONTROL B (9.30) SI	17	DEVELOPMENT CONTROL A (9.30) SI	24	PLANNING (9.30)	31	DEVELOPMENT CONTROL B (9.30) SI
T	4	11	BDC CABINET (9.30)	18	MSDC OVERVIEW & SCRUTINY (9.30)	25	MSDC COUNCIL (5.30)		
F	5	12		19		26			
Feb-18									
M		5	MSDC CABINET (2.30)	12		19	BDC OVERVIEW & SCRUTINY (9.30)	26	
T		6		13		20	BDC COUNCIL (5.30)	27	
W		7	PLANNING (9.30)	14	DEVELOPMENT CONTROL A (9.30) SI	21	PLANNING (9.30)	28	DEVELOPMENT CONTROL B (9.30) SI
T	1	8	BDC CABINET (5.30)	15	MSDC OVERVIEW & SCRUTINY (9.30)	22	MSDC COUNCIL (5.30)		
F	2	9	MSDC LICENSING & REG (10am)	16	BDC LICENSING & REG (9.30)	23			
Mar-18									
M		5	MSDC CABINET (2.30)	12	JOINT AUDIT (10am) JHB (2.15)	19	BDC OVERVIEW & SCRUTINY (9.30)	26	
T		6		13		20		27	
W		7	PLANNING (9.30)	14	DEVELOPMENT CONTROL A (9.30) SI	21	PLANNING (9.30)	28	DEVELOPMENT CONTROL B (9.30) SI
T	1	8	BDC CABINET (9.30)	15	MSDC OVERVIEW & SCRUTINY (9.30)	22	MSDC COUNCIL (5.30)	29	
F	2	9		16		23		30	BANK HOLIDAY
Apr-18									
M	2	9	MSDC CABINET (2.30)	16		23	BDC OVERVIEW & SCRUTINY (9.30)	30	
T	3	10		17		24	BDC COUNCIL (5.30)		
W	4	11	DEVELOPMENT CONTROL A (9.30) SI	18	PLANNING (9.30)	25	DEVELOPMENT CONTROL B (9.30) SI		
T	5	12	BDC CABINET (5.30)	19	MSDC OVERVIEW & SCRUTINY (9.30)	26	MSDC COUNCIL (5.30)		
F	6	13	MSDC LICENSING & REG (10am)	20	BDC LICENSING & REG (9.30)	27			
May-18									
M		7	BANK HOLIDAY	14	JOINT AUDIT (10am) JHB (2.15)	21	BDC OVERVIEW & SCRUTINY (9.30) MSDC ANNUAL COUNCIL (5.30)	28	BANK HOLIDAY
T	1	8	MSDC CABINET (2.30)	15		22	BDC ANNUAL COUNCIL (9.30)	29	
W	2	9	DEVELOPMENT CONTROL A (9.30) SI	16	PLANNING (9.30)	23	DEVELOPMENT CONTROL B (9.30) SI	30	
T	3	10	BDC CABINET (9.30)	17	MSDC OVERVIEW & SCRUTINY (9.30)	24	SCC Annual Council	31	
F	4	11		18		25			

When Licensing Act 2003, Licensing Sub and Regulatory Sub Committees are required these will, wherever possible be held on a scheduled Licensing & Regulatory Committee day  
SI - BDC Planning Committee site inspections  
MSDC Planning Referrals Committee to meet as required

# Agenda Item 10

## BABERGH DISTRICT COUNCIL and MID SUFFOLK DISTRICT COUNCIL

<b>From: Temporary Assistant Director - Law and Governance</b>	<b>Report Number: BC/17/5</b>
<b>To: Mid Suffolk Annual Council Babergh Annual Council</b>	<b>Date of meetings: 22 May 2017 23 May 2017</b>

### ANNUAL REPORT OF THE JOINT SCRUTINY COMMITTEE 2016/17

#### 1. Purpose of Report

- 1.1 In accordance with the Constitution, the Committee must report annually to Council on its work during the last year.

#### 2. Recommendations

- 2.1 That the Joint Scrutiny Committee's Annual Report for 2016/17 be noted.

#### 3. Financial Implications

- 3.1 The main financial implications have been the costs of officer time, normal allowances for Members and Member training costs that are included in the budget.
- 3.2 Costs of consultants being employed on the review of the social, economic and environmental impact of the Museum of East Anglian Life on Stowmarket and its surrounding area are being funded from the Transformation Fund.

#### 4. Legal Implications

- 4.1 None

#### 5. Risk Management

- 5.1 There are no inherent risks associated with this report. The Joint Scrutiny Committee takes account of the Council's key risks when determining its work plan and carrying out its reviews.

#### 6. Consultations

- 6.1 Members of the Joint Scrutiny Committee have been consulted on an on-going basis on topics to be included in the future work plan.
- 6.2 The review of the Scrutiny function has involved consultations with a range of Members and officers including Scrutiny Members, Leaders and Senior Leadership Team.

#### 7. Equality Analysis

- 7.1 There are no inherent equality implications within this report. Equality analysis considerations for individual topics will be included in reports to the Joint Scrutiny Committee as the year progresses.

## **8. Shared Service / Partnership Implications**

- 8.1 There are no inherent shared service / partnership implications within this report. The Joint Scrutiny Committee provides a focus for scrutinising the work of external stakeholders, service providers and partners. Shared service / partnership implications are considered as part of individual scrutiny reviews.

## **9. Links to Joint Strategic Plan**

- 9.1 This report itself does not link directly to the Joint Strategic Plan. Links to the delivery of the Joint Strategic Plan are considered in the selection of topics for review.

## **10. Key Information**

- 10.1 The role of the Joint Scrutiny Committee (JSC) is defined as having the key purposes of:

- Scrutinising the work of external stakeholders and service providers.
- Holding the Strategy/Executive Committee to account
- Being the home of “call in”.
- Being the home of Member Call for Action.

- 10.2 The JSC has two Joint Chairs, one from each authority and meets every 2 months, alternating location and chairing responsibilities between the two Councils.

### **10.3 Work programme for 2016/17**

Following the June meeting the JSC took part in a workshop-style discussion to probe areas for the forward plan and consider priorities for these. Items for review were considered in light of the strategic plan priorities; where the Committee could add value; avoiding duplication with any other committee or working group and ensuring where any changes had been made that significant time had lapsed before a review was undertaken. These suggestions were worked up by the Chairs, Vice Chairs and officers into a forward plan which was then discussed with the Leaders before being referred back to JSC for agreement.

- 10.4 The following is a summary of the Committee’s main achievements during the year:

#### **Community Grants project**

In February June 2016 JSC received a second update on the work of the grants and external funding review project. JSC were informed the project was now moving to phase 3, which involved a ‘health check’ for every recipient.

The Corporate Officer – Strong Communities advised that a report detailing the outcomes of these health checks would be brought to a future Committee meeting.



## **Planning Appeals**

In August the Committee heard from the Professional Lead – Growth and Sustainable Planning about planning appeals. He provided a table of the then current ‘live’ and decided planning appeals. Members commented on various aspects of the information provided, including performance, engaging with communities and cost and resource comparison with other Councils.

Members also specifically requested that further consideration be given to the following:-

1. How does the Committee provide support in understanding why Members refer delegated matters to the Planning / Development Control Committees and how is this better managed?
2. How does the Committee make recommendations to support Planning / Development Control when we are dealing with complicated appeals?
3. How best to engage Members from Planning / Development Control Committees in appeals processes when they have overruled officer recommendations and also engage with all stakeholders to ensure, as far as possible, that appeals are avoided?

The Committee resolved that the contents of the paper presented by the Professional Lead – Growth and Sustainable Planning be noted and the items raised during the discussion be progressed appropriately.

A follow up to this topic was made to the December 2016 meeting of the JSC. At this meeting Philip Isbell, the Professional Lead – Growth and Sustainable Planning reported on possible options for considering whether there was a need for some sort of formal mechanism or other process to support the robustness of decisions taken by Members of Planning and Development Control Committees.

Members were aware of the effect of factors such as lack of a five year land supply on some decisions, and the need for Committees to fully articulate their reasons when making a proposal which was not in accordance with an officer recommendation. However, a proposal to establish a Member working group to review the area of ‘overturns’ in relation to officer recommendations and the effect on the appeals record was lost on being put to the vote.

Members agreed that the position as reported by the Professional Lead be noted.

## **Corporate Compliments, Comments and Complaints**

A proposal for a new way for the Councils to deal with compliments and complaints was presented to JSC in October 2016. Members were told about how a new Customer Relationship Management System (CRMS) would help with the staging and management of complaints. JSC noted this report and presentation.

## **The Councils' approach to community engagement**

In December 2016 members received a report on the Councils' approach to community engagement. After a wide ranging discussion on various aspects of engagement, including methods used, the merits of different approaches and how Councillors' local knowledge, members of the committee decided they wanted services and external partners to give evidence on how they engaged or, for external partners, how they felt they were engaged with and how this had changed.

In January 2017 officers from Housing and the Open for Business project attended to give members their approaches to engagement with their respective 'communities'.

In April 2017 representatives from the Tenants Forum and a local business came to JSC to give members their views on how the Councils had engaged with them. As this meeting took place after this report was prepared the JSC chairs will update the Annual meetings on the outcomes of this meeting.

## **Neighbourhood planning**

Neighbourhood planning was a topic identified by JSC members as of concern to their residents. JSC asked the Corporate Manager – Strategic Planning to assist them in scoping a review by outlining the neighbourhood planning process and the support the councils gives to parishes preparing a plan. Following this JSC heard from 4 parishes who had reached various stages in the completion of a plan including one who had successfully completed the process and one that had decided not to continue. A JSC task and finish group was then established to investigate how neighbourhood planning was supported by other councils, how the process is supported by Babergh and Mid Suffolk Councils and how, or if, this support could be improved. This group reported to the April 2017 JSC meeting where the following recommendations were agreed:

- The Committee asks that the Strategic Planning service gives priority to providing an in-house critical friend service to groups that enter into the neighbourhood plan process. This service to aim to provide continuity of contact for the groups and to give a holistic approach to the support and guidance provided. In order achieve this SLT is requested to explore if an additional post in the team is required and how this can be funded.
- The councils should complete the planned development of a memorandum of understanding to be used to clarify the roles and responsibilities of the councils and the neighbourhood plan groups when a plan is being planned or developed.
- To assist with the above, officers continue developing the neighbourhood planning websites including providing a map of the neighbourhood planning process.
- To facilitate members being able to provide maximum support to groups that wish to complete neighbourhood plans a members' briefing be used to provide training on how they can best do this and enable them to signpost to the appropriate resource or officer.

- Members note that smaller villages tend to be put off starting a neighbourhood plan by a combination of uncertainty about funding and the lack of resources. Members found that funding is available for a lot of the costs of completing a neighbourhood plan. Members ask that officers look at how the development of neighbourhood plans by small villages can be encouraged through the new Local Plan and how the councils can provide support to small villages investigating whether to complete a neighbourhood plan.

#### 10.5 **Work plan 2017/18**

The detailed work plan for 2017/18 has not yet been established. A workshop of JSC members will be held in early June where existing proposed topics and further suggestions will be evaluated in terms of value added, strategic priorities and impact. The resulting draft work plan will then be discussed with Leaders and the Senior Leadership Team to avoid duplication with other activities and ensure availability of officer resource. The draft plan will then be presented to the full JSC.

Members are reminded that they can put forward any suggestions for inclusion in the JSC work plan at any time.

#### 10.6 **Review of Scrutiny Function**

- 10.7 From May 2017, the Councils will be operating under the Leader / Cabinet model of governance. In support of this change the Councils will each establish a separate Overview and Scrutiny Committee, which will have the ability to undertake joint scrutiny of topics where there is a mutual interest. There will be a series of training events and workshops to develop and strengthen the role of the Overview and Scrutiny Committee within this new governance framework.

#### **Networking and Best Practice**

Members of the JSC have taken advantage of opportunities to attend meetings and events both within Suffolk and across the Eastern Region. These events have afforded the opportunity to share best practice and to explore areas and topics where joint scrutiny reviews with other councils could be beneficial. A discussion was held to identify when and how the JSC should work with other scrutineers in future.

#### 10.8 **Babergh Scrutiny Committee**

The Babergh Scrutiny Committee met twice during the year. In January they scrutinised the annual budget and Medium Term Financial Strategy. The Scrutiny Committee supported the budget and strategy. In March Babergh Scrutiny met to scrutinise the approach to the Housing Revenue Account 30 year business plan. The Scrutiny Committee supported the approach to 30 year business plan.

There have been no valid call-ins or councillor calls for action in 2016/17.

## 10.9 Mid Suffolk Scrutiny Committee

The Mid Suffolk Scrutiny Committee met twice during the year. In January they scrutinised the annual budget and Medium Term Financial Strategy. The Scrutiny Committee supported the budget and strategy. In March Mid Suffolk Scrutiny met to scrutinise the approach to the Housing Revenue Account 30 year business plan. The Scrutiny Committee supported the approach to the 30 year business plan

There have been no valid call-ins or councillor calls for action in 2016/17.

## 10.10 Review of Museum of East Anglian Life

In September 2016 Mid Suffolk Scrutiny received a report from the task and finish group set up to review the social, economic and environmental impact of the Museum of East Anglian Life. Mid Suffolk Scrutiny made the following recommendations:

- That a recommendation be made to the Executive Committee that opportunities for wide use of impact methodology across the Council's functions be explored.
- That expert support be commissioned to enable officers to learn and apply the methodology.
- That MEAL be encouraged to take up the recommendations within the report and strengthen its data collection.
- That the Council look flexibly at the future funding arrangements and opportunities for MEAL in the light of the significant return on public investment achieved by the organisation.

## 11. Appendices

None

## 12. Background Documents

None

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# Agenda Item 12

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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