



**MID SUFFOLK DISTRICT COUNCIL**

**AGENDA**

**ANNUAL COUNCIL MEETING**

**Monday, 22 May 2017**



<b>COUNCIL</b>	
<b>DATE</b>	<b>Monday, 22 May 2017</b>
<b>PLACE</b>	<b>Council Chamber, Mid Suffolk District Council Offices, High Street, Needham Market</b>
<b>TIME</b>	<b>5.30 p.m.</b>

**Please ask for:** Committee Services

**Direct Line:** 01449 724673

**Email:** Committees@baberghmidsuffolk.gov.uk

#### **NOTES:**

- i) Tea /coffee will be available for Members in the Council Chamber at 5:00pm.
- ii) The Council Chamber is situated on the first floor. There is access via a lift as an alternative to stairs.
- iii) The Council, members of the public and the press may record/film/photograph or broadcast this meeting when the public and press are not lawfully excluded. Any member of the public who attends the meeting and wishes to be filmed should advise the Committee Clerk.

#### **A G E N D A**

	<u>Page(s)</u>
<b>1 Election of the Chairman</b>	
<b>2 Election of the Vice-Chairman</b>	
<b>3 Apologies for absence</b>	
<b>4 To receive any declarations of pecuniary or non-pecuniary interest by Councillors</b>	
<b>5 MC/17/1 - To confirm the minutes of the meeting held on 27 April 2017</b>	1 - 6
<b>6 To receive any announcements from the Chairman and Leader</b>	
<b>a MC/17/2 - Chairman's Announcements (Pages 7 - 8)</b>	
<b>b MC/17/3 - Leader's Announcements (Pages 9 - 10)</b>	
<b>7 Election of the Leader of Council</b>	

## **8 Appointments**

### **a Designation of Committees and Joint Committees**

To appoint the following Committees and Joint Committees:

- Mid Suffolk Overview and Scrutiny Committee
- Development Control Committee A
- Development Control Committee B
- Planning Referrals Committee
- Mid Suffolk Licensing and Regulatory Committee
- Joint Audit and Standards Committee
- Joint Appointments Committee

### **b MC/17/4 - Political Balance and Composition of Committees and Joint Committees (and Appointment of Councillors to Committees and Joint Committees) (Pages 11 - 16)**

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:

- Mid Suffolk Overview and Scrutiny Committee
- Development Control Committee A
- Development Control Committee B
- Mid Suffolk Licensing and Regulatory Committee
- Joint Audit and Standards Committee
- Joint Appointments Committee

### **d 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 Babergh 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 Mid Suffolk's appointees. The Group Leaders have been asked to put forward names to be considered for these positions.

Mid Suffolk's appointees for 2016/17 were Derrick Haley and John Whitehead. The appointed substitutes were Kathie Guthrie and Diana Kearsley.

**e MC/17/5 - Appointment of Councillors to Outside Bodies (Pages 17 - 24)**

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

**f Appointments to the Suffolk Joint Standards Board**

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

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

- The Chairman of the Council
- Members of the Cabinet

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.

Mid Suffolk's appointees for 2016/17 were Barry Humphreys, Suzie Morley and John Matthissen.

**g Appointments to the Joint Gypsy and Traveller Steering Group**

Council is asked to appoint three Councillors to the Joint Gypsy and Traveller Steering Group.

Mid Suffolk's appointees for 2016/17 were Lavinia Hadingham, Kevin Welsby and Andrew Stringer.

**9 MC/17/6 - Timetable of Meetings 2017/18**

25 - 26

At its meeting on 22 December, Councillors noted the Draft Timetable of Meetings for 2017/18 as set out in Report C/102/16. 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.

The Timetable has now been finalised and Councillors are asked to note Report MC/17/6 attached.

**10 MC/17/7 - Annual Report of the Joint Scrutiny Committee 2016/17**

27 - 32

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

**11 Resolution to Exclude the Public**

Recommended Motion

That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for item 13 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraph registered against the item:

**Note:** *Information is exempt only if:*

*It falls within one of the 7 categories of exempt information in the Act and; In all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information*

**12 MC/17/8 Confidential minute of the meeting held on 27 April 2017  
(Exempt information by virtue of Paragraph 3 of Part 1)**

33 - 34

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# Agenda Item 5

## MC/17/1

### MID SUFFOLK DISTRICT COUNCIL

Minutes of the Meeting of the **MID SUFFOLK COUNCIL** held at the Council Chamber, Mid Suffolk District Council Offices, High Street, Needham Market on Thursday, 27 April 2017

#### **PRESENT:**

Councillors:	Roy Barker	Gerard Brewster
	David Burn	James Caston
	Rachel Eburne	Paul Ekpenyong
	John Field	Julie Flatman
	Jessica Fleming	Elizabeth Gibson-Harries (Chairman)
	Nick Gowrley	Gary Green
	Kathie Guthrie	Lavinia Hadingham
	Derrick Haley	Matthew Hicks
	Glen Horn	Esther Jewson
	Anne Killett	John Levantis
	Sarah Mansel	Wendy Marchant
	John Matthissen	Lesley Mayes
	Suzie Morley	Dave Muller
	Mike Norris	Derek Osborne
	Penny Otton	Timothy Passmore
	Jane Storey	Andrew Stringer
	Keith Welham	Kevin Welsby
	John Whitehead	David Whybrow
	Jill Wilshaw	

**In attendance:** Chief Executive  
Deputy Chief Executive  
Assistant Director - Corporate Resources  
Assistant Director - Investment & Commercial Delivery  
Temporary Assistant Director of Law and Governance  
Corporate Manager - HR and Organisational Development  
Interim Development and Investment Executive  
Governance Support Officers (VL/HH)

#### 25 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Diana Kearsley.

#### 26 **TO RECEIVE ANY DECLARATIONS OF PECUNIARY OR NON-PECUNIARY INTERESTS BY MEMBERS**

There were no declarations of interest.

#### 27 **C/14/17 - CONFIRMATION OF THE MINUTES OF THE 23 MARCH MEETING**

**Report C/14/17**

The minutes of the meeting held on 23 March 2017 were confirmed as a correct record subject to the following amendments:

- Officer attendance – amend to read Chief Executive, Deputy Chief Executive, Temporary Assistant Director Law and Governance and Monitoring Officer, Governance Support Officer (VL/HH).

- Minute 24 Portfolio Holder Reports

(c) Business Growth and Increased Productivity – second paragraph – final sentence to read ‘Councillor Whybrow replied he was unaware and would advise the figures’.

(e) Community Capacity and Engagement Portfolio – amend ‘Councillor Stringer’ to Councillor Killett’ and final sentence to read ‘Councillor Flatman replied that she would look into the issue and provide a response’.

## 28 **C/15/17 - CHAIRMAN'S ANNOUNCEMENTS**

### **Report C/15/17**

The report was noted.

Councillor Gibson-Harries advised that as the cost of attending some engagements was very high, she and Councillor Burgoyne, Chairman of Babergh District Council, had both agreed to send a donation rather than attend.

She was pleased to announce that a cheque for £1500 had been presented to her chosen charity, the East Anglian Air Ambulance, and that her own drinks reception at the Red Feather Club and Museum had been a success.

## 29 **C/16/17 - LEADER'S REPORT**

The report was noted.

In response to Members’ questions Councillor Gowrley advised that the process for allocation of CIL monies was almost complete and would be reported to Cabinet in due course. He also confirmed that parishes were informed of the sum they were to receive.

Members requested that their thanks be passed to Evelyn Crosland, former Head of the Shared Revenues Partnership (SRP), for all her work and the help and advice she had given Councillors during her time in the post. Councillor Haley advised that if new Members wished to visit the SRP office he would be happy to arrange this.

## 30 **TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PROCEDURE RULE**

Members were advised that a petition signed by 63 residents had been received regarding planning application 0501/17: Erection of new dwelling. Land rear of 3-5 The Street, Bramford. The petition was to be reported to the relevant Development Control Committee when the application was presented for consideration.



There was no debate or comment on this matter at Council.

31 **QUESTIONS BY THE PUBLIC**

None received.

32 **QUESTIONS BY COUNCILLORS**

None received.

33 **C/17/17 - JOINT SCRUTINY COMMITTEE REPORT**

Councillor Rachel Eburne presented the report which was noted.

Members thanked Councillor Eburne for the valuable work carried out by the Committee.

34 **C/18/17 - PAY POLICY STATEMENT FOR 2017/18**

Councillor Gowrley, Leader of Council introduced the report which set out the Pay Policy for 2017/18. The Localism Act 2011 required local authorities to produce a Pay Policy Statement each year for the financial year ahead. A pay policy statement must set out the remuneration of its chief officers, the lowest paid employees and the relationship between them. The pay policy for 2017/18 was substantially the same as last years, with some slight amendments to reflect changes to job titles and reporting arrangements within the Senior Leadership Team. It was confirmed that the payment of the chief officers was within the boundaries set out in the policy statement as referred to in paragraphs 5.4.2, 5.5.3 and 5.5.5 of Appendix A. Section 6 of the Appendix set out the general principles that were applied to remuneration, covering recruitment, increases and additions to remuneration, termination payments and transparency.

Councillor Gowrley proposed the recommendation which was seconded by Councillor Horn.

Members considered the report and raised questions on various issues including:

- Changes to the gross salary bill since the staff reorganisation
- Fees for running elections
- Whether any other allowances were paid that were not included eg health care
- Whether the Councils' policy regarding the differentials between the Chief Officers pay and the lowest paid employees was comparable to other local authorities
- The current position regarding staff appraisals and incremental pay rises.

Councillor Gowrley agreed to investigate the differential in comparison to other local authorities and advise Members accordingly.

Members requested a report to a future Cabinet meeting giving details of the current staff appraisal process regarding performance and pay to allow an informed decision to be taken on the way forward.

By a majority vote

**RESOLUTION**

*That the proposed Pay Policy Statement for 2017/18, attached as Appendix A to the report, be approved*

35 **C/19/17 - ADOPTION OF REVISED CONSTITUTION**

Councillor Gowrley, Leader of Council introduced the report and advised that following the Council's decision to adopt the Leader-Cabinet model of governance in December 2016, the Monitoring Officer had now made amendments to the Constitution to reflect the establishment of a Cabinet and to support the decision making processes related top this model of governance.

The schedule appended to the Council report detailed the amendments that had been made to the Constitution. These were primarily concerned with the Articles of the Constitution, the Council Procedure Rules, Scheme of Delegations, Contract Standing Orders and Financial Regulations.

In this revision of the Constitution the changes had been limited to only those which were fundamentally necessary for the Council to operate under the Leader-Cabinet model. In the future the Constitution will be reviewed annually on a rolling basis by the Joint Audit and Standards Committee. This approach to the Constitution review had been endorsed by the joint cross-party Strengthening Governance Task and Finish Group.

He reiterated that the changes made were essential to the operation of the Leader-Cabinet system of governance and consequently moved the recommendation in 2.1 that the Council adopted the revised Constitution.

The motion was seconded by Councillor Levantis.

In response to Members' questions it was noted that the Monitoring Officer was delegated to make any necessary minor amendments and would also review the Constitution on a rolling basis and at least annually.

By a majority vote

**RESOLUTION**

*That the revised Constitution, as detailed in Appendices A and B to the report, be adopted*

36 **RESOLUTION TO EXCLUDE THE PUBLIC**

By a unanimous vote

**RESOLUTION**

*That under section 100(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act in the paragraphs registered against the item:*

<i>Item</i>	<i>Schedule 12a Reason</i>
37	3

37 **C/20/17 - CAPITAL INVESTMENT FUND COMPANY ('CIFCO') BUSINESS PLAN 2017/18 APPROVAL (EXEMPT INFORMATION BY VIRTUE OF PARAGRAPH 3 OF PART 1)**

The Minute relating to the above mentioned item 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.

The Assistant Director (Investment and Commercial Delivery) submitted report C/20/17.

The Committee accepted the recommendations contained in the report.

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# Agenda Item 6a

## MC/17/2

Mid Suffolk District Council was represented at the following events by  
Councillor Elizabeth Gibson-Harries, Chairman of Council

Saturday 6 May	Ipswich Mayor's Charity Organ Recital, St Mary le Tower, Ipswich
Wednesday 10 May	Stowmarket Operatic and Dramatic Society's Production of Mame, The Regal, Stowmarket
Wednesday 17 April	Civic Ceremony – Diss Town Mayor, The Corn Hall, Diss
Friday 19 May	Coffee Morning and Cheque Presentation, Home Start – Mid Suffolk, Red House, Stowmarket

Mid Suffolk District Council was represented at the following events by  
Councillor Derrick Haley, Vice Chairman of Council

Thursday 18 May	St Edmundsbury's Mayor Making Ceremony, The Apex, Bury St Edmunds
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### Leaders Announcements

**1. An enabled and efficient organisation.**

I have agreed with the Leaders of the Green Party and the Liberal Democrats, that Council meetings will be held monthly and the calendar of meetings will reflect this. It is anticipated that there will be a need to cancel the occasional meeting due to a lack of business, but it was thought best to have the dates in the diary rather than programme fewer meetings.

**2. Housing delivery.**

I was delighted to help officiate at the official celebration of Orbit's 40,000<sup>th</sup> home which forms part of the re-development of the Unity Homes in Mid Suffolk. We have worked in partnership with Orbit and Lovell to transform the 86 post-war Unity houses into 174 high-quality, affordable homes. Each of the new properties meets at least Level 3 of the Code for Sustainable Homes.

**3. Community capacity building and engagement**

Due to purdah for the General Election, and on the advice of the Council's Monitoring Officer, we have been unable to release details of how our new Locality Funding scheme will operate. It is anticipated that these details will be made available week commencing 12 June.

Councillor Nick Gowrley  
Leader Mid Suffolk District Council

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# Agenda Item 8b

## MID SUFFOLK DISTRICT COUNCIL

<b>From: Temporary Assistant Director – Law and Governance</b>	<b>Report Number: MC/17/4</b>
<b>To: Annual Council</b>	<b>Date of Meeting: 22 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 Mid Suffolk 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 49 Committee seats to the various groups as follows:-

Conservative and Independent	-	37 seats
Green	-	7 seats
Liberal Democrats	-	5 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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## Mid Suffolk District Council – Allocation of Committee Placements 2017-18

COMMITTEES	NO. OF SEATS	CONSERVATIVE AND INDEPENDENT (30 MEMBERS)		GREEN (6 MEMBERS)		LIBERAL DEMOCRATS (4 MEMBERS)	
OVERVIEW & SCRUTINY	8	6	6	1.2	1	0.8	1
JOINT AUDIT AND STANDARDS	8	6	6	1.2	1	0.8	1
DEVELOPMENT CONTROL A	10	7.5	8	1.5	1	1	1
DEVELOPMENT CONTROL B	10	7.5	7	1.5	2	1	1
LICENSING & REGULATORY	10	7.5	8	1.5	1	1	1
JOINT APPOINTMENTS	3	2.25	2	0.45	1	0.3	0
<b>TOTAL TARGET</b>	<b>49</b>	<b>36.75</b>	<b>37</b>	<b>7.35</b>	<b>7</b>	<b>4.9</b>	<b>5</b>

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# Agenda Item 8e

## MID SUFFOLK DISTRICT COUNCIL

<b>From: Temporary Assistant Director – Law and Governance</b>	<b>Report Number: MC/17/5</b>
<b>To: Annual Council</b>	<b>Date of meeting: 22 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. Recommendations

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

#### 3. Financial Implications

- 3.1 Councillors appointed to Outside Bodies are able to claim expenses in accordance with the Council's Members Allowance 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 has put forward his nominations for the Bodies listed in Appendix A, which are those 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	Attached

Emily Yule  
Temporary Assistant Director – Law  
and Governance

Tel: 01473 825891 or 01449 724694  
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**MID SUFFOLK DISTRICT COUNCIL  
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
ASSOCIATION FOR SUFFOLK MUSEUMS 3 x per annum weekday a.m. at Suffolk museums	1 Management Committee member	Gerard Brewster
COUNTY DOMESTIC VIOLENCE FORUM 4 x per annum a.m. at various locations.	1	Elizabeth Gibson-Harries
EAST OF ENGLAND LOCAL GOVERNMENT ASSOCIATION 4 per annum a.m./pm at local authority venues across the East of England	1	Leader
EAST SUFFOLK INTERNAL DRAINAGE BOARD	1	James Caston
GREATER IPSWICH CITY DEAL BOARD	1 (+ substitute) <i><b>this is already a Joint appointment</b></i>	Gerard Brewster Substitute – BDC Councillor
IPSWICH POLICY AREA BOARD 4 x per annum p.m. Ipswich	1 (+ substitute)	David Whybrow Substitute – Glen Horn
HOME-START MID SUFFOLK 8-12 per annum a.m. at Principal's House, Kerrison, Thorndon	1	Lavinia Hadingham
HAVEN GATEWAY PARTNERSHIP 5 x per annum daytime various/locations	1 (+ substitute)	Gerard Brewster Substitute – Glen Horn

**MID SUFFOLK DISTRICT COUNCIL  
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
LOCAL GOVERNMENT ASSOCIATION –  ASSEMBLY Annual meeting   LOCAL GOVERNMENT ASSOCIATION –  SPARSE  3 x per annum daytime LGA London and at Rural Conference Venues, 11.30 a.m. – 3 p.m.	1       1	Leader       Derrick Haley
MUSEUM OF EAST ANGLIAN LIFE LTD 8 x per annum various times at Museum  FUNDERS GROUP	1 Trustee   1	Lesley Mayes    John Whitehead
RAG (Responsible Authorities Group) Western Area Overarches the Western Area Crime and Disorder Reduction Partnership.  4 x per annum a.m. at Mid Suffolk, Babergh, Forest Heath and St Edmundsbury on a rotational basis	2  Voting rights	Elizabeth Gibson-Harries Suzie Morley
SUFFOLK FLOOD RISK SCRUTINY SUB-COMMITTEE  2 x per annum, various locations.	1 (+ substitute)	James Caston  Substitute – Roy Barker
SUFFOLK HEALTH AND WELLBEING BOARD  6 x per annum – Thursdays at Ipswich or Bury St Edmunds – formal meeting a.m. followed by optional informal session p.m.	1 (+ substitute)  full voting rights  <b>Joint appointment</b>	Diana Kearsley  Substitute – Nick Ridley, BDC
SUFFOLK HEALTH SCRUTINY COMMITTEE	1 (+ substitute)	Elizabeth Gibson-Harries  Substitute – Derek Osborne
SUFFOLK JOINT EMERGENCY PLANNING POLICY PANEL	1 (+substitute)	Nick Gowrley  Substitute – Glen Horn

**MID SUFFOLK DISTRICT COUNCIL  
APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES/PARTNERSHIPS**

NAME OF BODY Frequency, time and venue of meetings	NUMBER OF REPRESENTATIVES TO BE APPOINTED	NAME OF MEMBER NOMINATED
2 x per annum, Endeavour House.		
SUFFOLK POLICE AND CRIME PANEL	MSDC entitled to 1 Conservative rep	Diana Kearsley Nominated substitute Julie Flatman
SUFFOLK WASTE PARTNERSHIP (SWP) 4 x per annum a.m. at MSDC Offices	1	Roy Barker
JOINT WASTE MANAGEMENT BOARD	1 (+ substitute)	Roy Barker Substitute – Jessica Fleming

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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	MSDC LICENSING & REG (10am)	8	BDC LICENSING & REG (9.30)	15		22		29	
Jan-18										
M	1	BANK HOLIDAY	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	DEVELOPMENT CONTROL B (9.30) SI	10	PLANNING (9.30)	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	MSDC LICENSING & REG (10am)	9	BDC LICENSING & REG (9.30)	16		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	BANK HOLIDAY	9	MSDC CABINET (2.30)	16		23	BDC OVERVIEW & SCRUTINY (9.30)	30	
T	3		10		17		24	BDC COUNCIL (5.30)		
W	4	PLANNING (9.30)	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	MSDC LICENSING & REG (10am)	13	BDC LICENSING & REG (9.30)	20		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	PLANNING (9.30)	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: MC/17/7</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 & 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 & 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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