

MID SUFFOLK  
DISTRICT COUNCIL  
**ANNUAL REPORT**

2017-18

Overview & Scrutiny





# MID SUFFOLK DISTRICT COUNCIL ANNUAL REPORT

## **FOREWORD BY THE CHAIR OF MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE 2017/18**

This year has seen a further period of change at Mid Suffolk District Council and as Chair of Overview & Scrutiny Committee I have tried to ensure all areas of concern are heard within the Committee process. Changes have included moving to a Leader/Cabinet governance model, moving the Council's HQ to Ipswich and a significant change in staffing. Through this the Committee has focused on ensuring residents and businesses within the Council's area are well served and, in general, adding value to the work of the Council.

As we move into the new Council year I would particularly like to thank Ben Staines, Project and Research Officer – Business Improvement and Henriette Holloway, Governance Support Officer - Committee Services, for their input and support - and more recently Jan Robinson, Corporate Manager – Law and Governance. I am grateful to Members of the Committee for their continuing input, to other Members for their participation and to Council officers for their responsive and professional contributions. I would also like to thank my colleagues at Babergh District Council for their ongoing liaison with regard to improving the work of both Mid Suffolk and Babergh District Councils.

I hope that good working relationships continue for the next year and that further work takes place with more external organisations involved and that the Committee contributes towards improved working practices and better outcomes for the residents and businesses of Mid Suffolk District

Councillor Rachel Eburne

April 2018

**MEMBERS OF THE MID SUFFOLK OVERVIEW AND SCRUTINY  
COMMITTEE 2017/18**



Cllr Rachel Eburne (Chair)



Cllr James Caston



Cllr John Field



Cllr Elizabeth Gibson-Harries



Cllr Lavinia Hadingham



Cllr Lesley Mayes



Cllr Derek Osborne (Vice-Chair)



Cllr Kevin Welsby

## **OVERVIEW AND SCRUTINY**

In May 2017 Babergh and Mid Suffolk District Councils adopted the Leader/Cabinet governance model for each Council. This resulted in the Joint Scrutiny Committee being decommissioned and the formation of separate Overview and Scrutiny Committees for each Council.

The Committee consists of eight Members of the Council and can be any Member except Members of the Cabinet. No Member is allowed to scrutinise a decision where they have been part of the decision process. Substitutes for Members on the Committee must be from the same political group and Council. The Committee sets its own workplan and can set up task and finish groups as and when considered appropriate.

The Babergh and Mid Suffolk Overview and Scrutiny Committees also conduct joint meetings on a regular basis to scrutinise topics and external stakeholders and Service providers relevant to both Councils.

## **THE ROLE OF OVERVIEW AND SCRUTINY COMMITTEE**

The role of the Overview and Scrutiny Committee is defined as having the key purposes of:

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

The Overview and Scrutiny review items in relation to the Strategic Plan and where the Committee can add value; avoiding duplication with any other Committee or working group and ensuring where changes have been made and significant time has lapsed before a review has been undertaken. These suggestions are worked up by the Chairs, Vice Chairs and officers into a forward plan which is then discussed with the Leaders before being referred back to the Overview and Scrutiny Committee for agreement.

The Overview and Scrutiny Committee cannot make decisions or policies itself but has the power of influencing and can make informed recommendations to the Cabinet, Full Council and other Committees. Cabinet can also recommend that the Overview and Scrutiny Committee conduct detailed investigation of items considered to require further scrutiny before being referred back to Cabinet for final decision.

Overview and Scrutiny forms an important part of the democratic process within the Council and wider community by examining topics and continuing to monitor the outcome of its work. Where it is considered necessary to follow up on the outcome of a scrutinised topic the Committee will conduct further scrutiny or receive updates on the topic to enable the Council to continue to deliver the best service for all residents in the District.



## THE CENTRE FOR PUBLIC SCRUTINY'S FOUR PRINCIPLES OF GOOD SCRUTINY

1. Scrutiny provides a critical friend challenge to executive policy and decision makers by conducting a constructive, robust, and purposeful challenge. This challenge should be non-aggressive and non-political so as to create the optimum conditions for an investigative evidence-based process.
2. Scrutiny enables the voice and concerns of the public through innovative public communications, consultation and feedback. Meetings are conducted in public to enable transparency and openness.
3. Scrutiny is carried out by independent minded councillors, who actively engage in the scrutiny function so as to drive improvement. Areas are reviewed in an a-political atmosphere.
4. Scrutiny drives improvement and promotes community well-being. Good scrutiny improves the quality of life by undertaking strategic reviews of corporate policies, plans, performance and budgets.

Sources: Centre for Public Scrutiny; [www.cfps.ukfps](http://www.cfps.ukfps)

Mid Suffolk Annual Scrutiny Report JSC/8/13 Appendix

Annual Report of the Joint Scrutiny Committee Report BC/17/5 and MC/17

## **THE STRUCTURE FOR OVERVIEW AND SCRUTINY OUTSIDE COMMITTEE MEETINGS**

The Overview and Scrutiny Committee cycle is based round monthly pre-committee meetings in which the authors who will be presenting items at the Committee are invited to attend. This enables co-operation between Officers, Chairs and Vice-Chairs of the Overview and Scrutiny Committee when discussing the relevant contents of reports, and to give a steer to what the committee is expecting to achieve from upcoming items. It also allows the Chairs and Officers to consider any question which may be asked at the Committee meeting. Generally, each item will be discussed at two pre-committee meetings before going to Committee.

Between meetings, Officers and the Chairs of the Committees maintain an open and engaging working relationship to ensure that the scrutiny process will be efficient and beneficial to the Committee meeting.

Members also partake in 'Task and Finish Groups' which focus on a specific item set by the Overview and Scrutiny Committee. This enables Members to engage with a topic separately from the Committee and then to report back on the finding of the 'Task and Finish Group' to the Committee, which then recommends any action required to the relevant Officers.

## **TRAINING**

At the meeting in June, the Committee was updated on the training options available from the Centre of Public Scrutiny, when it was decided that the Law and Governance team should proceed to organise a comprehensive training program for Members and Officers. Training was scheduled to commence in the Autumn, however the move to Endeavour House and outside circumstances beyond the Council's control, required the training to be rescheduled. This will now start in April for both Members and officers of the Overview and Scrutiny Committee, the Senior Leadership Team, and the Extended Leadership Team as well as other officers who work with the Committee.

## **THE ORGANISATION OF THE 2017 - 2018 WORK PLAN**

In May 2017 the Leader/Cabinet Model was adopted by the Council, whereupon the Joint Scrutiny Committee was de-commissioned. At the separate Overview and Scrutiny Committees in July, the Members of the Committee developed a new Forward Plan centred around incomplete topics from the previous Joint Scrutiny Committee's Forward Plan. Further items were discussed and duly added to the individual Forward Plan. The revised Forward Plan was then agreed by each Committee in August 2017.

The Forward Plan is updated at each Committee meeting and Members evaluate each item in relation to the Strategic Plan in order to assess whether the scrutiny process adds value. This results in unnecessary duplication of work carried out by any other Committee or working groups and ensured sufficient time had lapsed between reviews.

Towards the end of 2017 it was agreed by the Chairs that regular joint meetings could be conducted on a bi-monthly basis. This was implemented from December 2017.





# The Work of Mid Suffolk Overview and Scrutiny Committee 2017/18

## **The Housing Revenue Account (HRA) 30 Year Business and Finance Plan Update 2017**

This report was considered in June by Mid Suffolk Overview and Scrutiny Committee. Members were updated on the Business and Financial plan for the District, with the Committee being informed on changes made to the assumptions contained in the Housing Revenue Account financial plan; the reasons for these changes and the impact the changes have had on the 30-year financial position. Also, Members were updated on how the management of the HRA was being adapted to meet evolving needs and demands and to reflect legislative, financial and technological change.

The update also set out a roadmap for the transformation of the role of local authority housing and the HRA in light of the significant financial challenges caused by changes to Government policy “The emerging Suffolk work on housing delivery and the Government’s White Paper ‘Fixing our Broken Housing Market’ to create a sustainable and robust plan for the future.”

Questioning from Members referred to concerns regarding the income from the new system for housing repairs as well as the accuracy of forecasts and reporting.

### **RESOLVED**

- 1.1 That the updated 30-year HRA Business and Financial Plan (Appendix A to Paper MOS/17/4) be approved.**
- 1.2 That a reporting framework for a performance monitoring system be put in place.**

## **Void Times in Council Housing**

In August Members conducted a scoping exercise of void times in Council Housing, with several issues being identified in relation to the challenges facing the Void’s team to reduce the amount of time that Council Housing was left empty and vacant. Some of the issues included the method of calculating void times and the understanding of what was included in this calculation, the introduction of Babergh and Mid Suffolk Building Services and the implementation of this new service.



Concerns were raised that the issue of long time scales for voids was ongoing and, while not a problem exclusive to this Council, did need some impetus to improve.

**RESOLVED** 

**The Voids report be presented at the Overview and Scrutiny Committee on 19 October 2017 and that a draft report be circulated to the Chair and Vice-Chair of Mid Suffolk District Council and to the Chair of Babergh District Council before the final report was produced.**

The report 'Review of Voids' was completed early and went to Committee in September. Members of the committee were informed about the average time to re-let vacancies within Council housing stock and the action being taken to improve performance. The concerns raised at the scoping exercise were answered and the Committee was reassured that the Housing Team was working toward reducing voids in Council housing as a priority.

**RESOLVED** 

- 1.1 That the Committee has received assurances that appropriate steps are being taken to reduce void times and that the position be reported to Cabinet;**
- 1.2 That the approach to reducing void times be endorsed;**
- 1.3 That the performance against voids targets be monitored and that any underperformance be reported back to the Overview and Scrutiny Committee.**

### **Review of Great Western Community Safety Partnership (WSCSP)**

In August the Committee received the annual report from the Great Western Community Safety Partnership to fulfil the Committee's function under Sections 19 and 20 of the Crime and Disorder Act 1998, the Police and Justice Act 2006 and the Crime and Disorder Overview and Scrutiny Regulations 2009 to scrutinise the work of Community Safety Partnerships (CSPs). The Committee heard from the Chair of the Partnership, Councillor Robert Everitt of St Edmundsbury Borough Council.

The Committee valued the report and some issues were identified which needed to be addressed and suggested that more positive information about successful cases were distributed to Members. The Committee agreed the additional resolutions 1.1 to 1.3.

**RESOLVED** 

- 1.1 The Western Suffolk Community Safety Partnership's annual report includes an outcome summary.**
- 1.2 The designated WSCSP Member to report annually to the Council on the work of the Western Suffolk Community Safety Partnership.**
- 1.3 To review and scrutinise the community safety activity of the Western Suffolk Community Safety Partnership (WSCSP) from April 2016 to July 2017.**
- 1.4 It is recommended that the Committee note the contents.**



## **The Homelessness Reduction Act 2018**

The Committee conducted a scoping exercise for the Homelessness/Bed and Breakfast Accommodation Review in July. It was anticipated by the Committee that with the introduction of the Homelessness Reduction Act 2018, the Councils' resources would be tested. The Committee wanted to scrutinise the work to be done and how the Homelessness Team were preparing for the introduction of the Homelessness Reduction Act in April 2018.

The Committee raised concerns about the availability of temporary accommodation in the Mid Suffolk District, the duration of stay in temporary accommodation and the impact of the Homelessness Reduction Act 2018. However, the Committee was satisfied that work was being undertaken to reduce the use of Bed and Breakfast accommodation and this would be reported to the Cabinet.

**RESOLVED** ✓

**That a review of the work being undertaken in preparation for the implementation of the Homelessness Reduction Act be brought to the 16 November meeting.**

In November a report 'Implementation of the Homelessness Reduction Act', was presented to the Committee, providing Members with detailed information of how the changes would impact on the Council, and outline the work being carried out to ensure that the Councils were legally compliant and able to fulfil the new duties. It also outlined the current and predicted work levels within the homelessness service.

**RESOLVED** ✓

- 1.1 That the information contained within the report be noted.**
- 1.2 That a recommendation to Cabinet be made to ensure there is enough funding to support the implementation of The Homelessness Reduction Act and the rental of temporary accommodation in Stowmarket**
- 1.3 That the Homelessness Reduction Act implementation be reviewed in October 2018.**

At the Cabinet meeting in December 2017, Councillor Eburne raised recommendation 1.2 and explained that the Overview and Scrutiny Committee was concerned as to whether there was sufficient funding to implement the Homelessness Reduction Act and requested that Cabinet monitor this.

## **Update on Joint Scrutiny Recommendation – Neighbourhood Planning**

In October the Committee received an update on Neighbourhood Planning from the ‘Task and Finish Group’s review of the Councils role and duties with regards to neighbourhood planning. The ‘Task and Finish Group’ identified action areas which the Council needed to address, and the Neighbourhood planning team provided a progress report on each area.

The Members of the Task and Finish Group liaised with other Councils in the eastern region and established how they were working to ensure Neighbourhood Plans came forward. This information proved invaluable in assessing the overall contribution from Mid Suffolk.

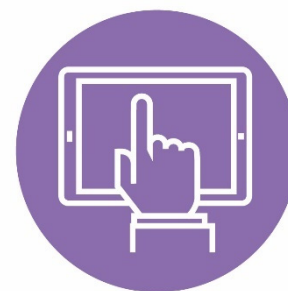
Members were concerned that the smaller villages were less likely to participate in the neighbourhood planning process but were assured that smaller villages were encouraged to take an interest locally and cross parish Neighbourhood Plans were possible for these villages. Alternatively, smaller villages could rely on the Local Plan and were able to input to the emerging Joint Local Plan.

**RESOLVED** ✓

**The Committee noted that progress had been made on delivering against the actions arising from the Task and Finish Group.**

## **Supporting Business Growth**

In October the Committee scoped the topic Supporting Business Growth. Following the debate, it was agreed that the best way forward would be for the Committee to receive the Draft Economic Development ‘Open for Business’ Strategy report for comment.



Members particularly wanted to see focus on how the Council supported very small firms – noting that the Council was more strategically involved with the development of larger organisations.

**RESOLVED** ✓

**That the Overview and Scrutiny Committee agree to a pre-scrutiny of the draft Economic Development ‘Open for Business’ Strategy at the Overview and Scrutiny Committee on 16 November 2017.**

In November the Committee received the report and discussed the contents and Members discussed how Members could promote awareness for the Open for Business project and use their role in the community to engage with local business people and facilitate questions regarding the services available to small and micro businesses.

**RESOLVED** ✓

**That the report be noted.**

## **Review of the Shared Legal Services**

In November Members scoped a review of the Shared Legal Service. The Committee responded to the concerns from Members of the Council that there had been issues with the Service. The Shared Legal Partnership came into existence in September 2016 as a result of the reorganisation of the Council's use of resources.



The Committee's objectives were to establish how the working relationship with the Shared Legal Services could be improved and if general processes could be identified to achieve these objectives. Other concerns were how the service was measured and how quickly the Shared Legal Services responded to cases forwarded by the Council, and what was the level of expertise. Members were also concerned that it was unclear how they could access the Shared Legal Services on behalf of constituents.

**RESOLVED** ✓

**That the scoping document be noted.**

At the Joint Overview and Scrutiny meeting in December, the Service Manager for the Shared Legal Service was present to answer questions, with Councillor Davis being invited by the Committee as a witness to relay his experience with the Shared Legal Service. The Corporate Manager – Strategic Asset Management had been invited by the Director of Law and Governance to represent the development of corporation between a Client and the Shared Legal Service.

After a detailed discussion of the report and the Shared Legal Service, it was identified that the Service had issues with performance, however the Service was working to address these issues. The Committee agreed that communication and clarification on delegation of responsibilities both within the Shared Legal Service and within the Councils would improve the relationship between the Clients and the Service.

**RESOLVED** ✓

**1.1 That the Joint Overview and Scrutiny Committee concluded that further improvements in the performance of Shared Legal Service are required, specifically around communication and the understanding of which officer within the client department is able to give instructions.**

**1.2 That the Shared Legal Service be reviewed by Overview and Scrutiny Committee again in six months' time and that this review included updates on case management and the information previously presented to the Committee.**

**1.3 That the Joint Overview and Scrutiny Committee recommend to Cabinet that prior to any future shared services or partnership working arrangements that a full and proper business case be prepared and that the business case to be presented to the Overview and Scrutiny Committees for pre-scrutiny.**

At the Cabinet meeting in December 2017 the resolution above was brought before the Cabinet and the Chair explained there had been much discussion, and concerns had been raised. A review of the Shared Legal Services would be brought back to a future Committee to indicate improvements made to date, as the Committee were unhappy with the level of service. The Chair also raised the point that a business case for any future shared services should be prepared as without one scrutiny of future shared services would be difficult. The Leader of the Council agreed with this.

In February 2018 the Overview and Scrutiny Committee made a recommendation to Cabinet in report MCA/17/39 as the Committee had established that lack of a proper business case for the Shared Legal Services had made scrutiny of the Service difficult and that a proper and robust business case should be brought to the Overview and Scrutiny Committee for scrutiny.

**RESOLVED** 

**1.1 That prior to any future shared services or partnership working arrangements, a full and proper business case be prepared and presented to the Overview and Scrutiny Committees for pre-scrutiny**

**Reason for Decision:**

To ensure that Overview and Scrutiny Members are provided with a full and proper business case in relation to future shared services or partnership working arrangements.

The Overview and Scrutiny Committee will be reviewing the Shared Legal Service again in July 2018 to see what progress has been made.

**Community Infrastructure Levy (CIL)**

In December a Joint Overview and Scrutiny Committee was updated on CIL funding. Members had requested clarification of how the CIL was managed and applied for, and how much had been paid from the CIL funding to the Community. Members were interested not only in the working relationship between parishes and the Council, but also the process for how CIL funding was managed both within the District and with other service providers. As a result, the Committee requested pre-scrutiny of the CIL report before it was presented to Cabinet so as to allow for recommendations to Cabinet from the Committees.

**RESOLVED** 

**That the CIL Spending Scheme report be pre-scrutinised before being presented to Cabinet.**

## **Draft Joint Medium Term Financial Strategy and Mid Suffolk 2018/19 Budget**

In January the Committee received a report, which provided an update on the work that had been undertaken so far on the 2018/19 General Fund budget and explained the budget process and the approach taken, the current budget shortfall or surplus across the Medium Term Financial Strategy (MTFS) period, and the changes from 2017/18 to 2018/19.

On the General Fund there was detailed discussion on funding from business rates and Members requested that the budget papers included greater breakdown on this as well as capital financing charges, investment income and new homes bonus funding. There were questions on the increase in costs of 20% over the next four years, queries on pension contributions and the cost of security at the old Needham Market Headquarters. Members also questioned specific elements of the Capital budget. On the Housing Revenue Account (HRA) questions were raising regarding the change to when BMBS would break even and how this would impact the HRA. Members were advised that the HRA was constantly being updated and a summary would be provided to Members when it had been next reviewed.

**RESOLVED** ✓

**That report MOS/17/33 be noted.**

### **Waste Services**

Members were concerned that the Waste contracts represented the largest share of out-sourced contracts, and that a proportion of these contracts were soon coming up for renewal.



During the pre-committee meetings for this item the Chairs established that the Waste Service and Waste contract and related service agreements were complex. In order for the Committee to add value to the scrutiny process, further information on how the waste service contracts related to the management of the Waste Service would be needed.

The Strategic Director and the Assistant Director – Environment and Commercial Partnership together with the Chairs conducted a scoping exercise out of Committee to establish which areas of the Waste Service and associated contracts could be scrutinised and any necessary adjustments made. A report based on this scoping was then presented to the Joint Committee in February.

The Committee scrutinised the ‘Waste Services - Options for Review’ report and identified the timing for when scrutiny of Waste Contracts would be appropriate. The report also contained details of the how the waste service operated across the two Districts. The Committee was concerned that insufficient information was received by Members about the structure and the management of the Waste Service. This resulted in a request from the Committee to receive a five-year forecast of for the income and expenditure for the Waste Service.

## RESOLVED



- 1.1 **Officers to report to Joint Overview and Scrutiny in October 2018, prior to the Cabinet report, on the outcomes of the review and possible extension of the Joint Waste Contract.**
- 1.2 **Officers to report to Joint Overview and Scrutiny in December on the outcome of the MRF procurement process.**
- 1.3 **That the Babergh and Mid Suffolk Overview and Scrutiny Committees to receive a report from Suffolk Waste Partnership for food waste after April 2018.**
- 1.4 **That the cost and income be supplied to Members for the Waste Services for the next five years.**

## The Five-year Housing Land Supply



The Committee requested to scrutinise the Five-year Housing Land Supply due to a mixed understanding in the communities regarding the way Five-year Housing Land Supply was calculated and how the lack of supply could be resolved. The Committee was concerned of the implications of not having provision for the Five-year Housing Land Supply. There was also limited understanding of how Members could influence the process. The above issues impacted on delivery of the Joint Strategic Plan in a number of ways, in particular in terms of housing delivery and community capacity.

At the Joint Overview and Scrutiny Committee in February the Five-year Housing Land Supply was scoped by Members, and officers were able to explain in detail the complicated process for calculation the Five-year Land Supply as well as discussing some of the concerns of the Committee. It was agreed that this information and the additional questions identified should form part of the upcoming report to the Committee.

## RESOLVED



**That a report based on the scoping document be presented to Mid Suffolk Overview and Scrutiny Committee on 15 March 2018 and to Babergh Overview and Scrutiny Committee on 19 March 2018.**

In March the Five-year Housing Land Supply report was presented to the separate Overview and Scrutiny Committees and answered many of the concerns raised by the scoping exercise. Mid Suffolk Members raised further concerns over the availability of sites, the process of planning permission and how the Council could deliver the amount of new housing required by the Government. They also discussed the new draft National Planning Policy Framework which was at the consultation stage. The Committee was concerned that there was a potential lack of resources to support the Five-year Housing Land Supply and made a recommendation to Cabinet to ensure this was reviewed.



**RESOLVED** ✓

- 1.1 To recommend to Cabinet to review the resources to improve the efficiency of all housing delivery.**

**All Together Programme**

In March the Committee received a report for the cost of the move to Endeavour House and a comparison of the costs if the Council had remained in the headquarters in the Needham Market.



The Committee had expressed concern of the financial position for both Councils following the move to Endeavour House, the opening of the new customer access points in Sudbury and Stowmarket; and the opening of the touchdown locations across both districts. Members discussed the consequences of the move and the cost implications for the Council in the long term. The Committee was concerned that the move had an effect on the possible attendance at public meetings.

**RESOLVED** ✓

- 1.1 That Committee Services monitor public attendance at public meetings and report back to the Overview and Scrutiny Committee in September 2018**

**Recommendations from Cabinet to the Overview and Scrutiny Committee**

In March the Committee received a recommendation from Cabinet to scrutinise the causes of the variations between Quarter 2 and 3 within the Housing Revenue Account. The Committee identified several areas which concerned them including the insufficient business plan for the in-house repairs and maintenance team (Babergh Mid Suffolk Building Services – BMBS), unexpected entries in the forecast for the outturn and decision-making process.

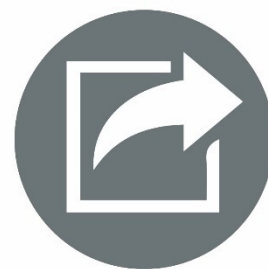
The Assistant Director – Housing was confident that an improved management structure and delegation of budgetary responsibility to the HRA Team’s Managers would provide a robust and intelligent prediction for future budgets.

**RESOLVED** ✓

- 1.1 That Cabinet notes the points raised in the minutes from the Mid Suffolk Overview and Scrutiny Committee meeting on 15 March 2018.**
- 1.2 That the Overview and Scrutiny Committee endorse Appendix B Mid Suffolk District Council Medium Case Scenario Quarter 3 compared to Quarter 2 outturn for the Housing Revenue Account.**

## The Transformation Fund

The Committee had requested an Information Bulletin on the Transformation Fund to review the process for how money was allocated to the Fund, the spending of and the Council's use of the Fund. The Information Bulletin answered these questions and it was established that each bid for funding took approximately two weeks and were presented to the Senior Leadership Team.



## TOPICS TO BE CONSIDERED AT THE MAY 2018 OVERVIEW AND SCRUTINY COMMITTEE

- **Investment Strategy**

The Committee will be scrutinising the BMS Business Plan for the Investment Strategy.

- **Updated Joint Complaints Policy**

Members will be updated and reviewing the Joint Complaints Policy.

- **Information Bulletin**

Void times in Council Properties

All Together Programme - a Breakdown of Capital Expenditure (BDC only)

## RECOMMENDATIONS TO CABINET AND OTHER COMMITTEES

During the year the Committee made recommendation to Cabinet or Council on the following items:

- **Void Times in Council Properties**
- **Review of the Shared Legal Service**
- **The Five-year Land Supply**
- **Recommendations from Cabinet to the Overview and Scrutiny Committee**

## INFORMATION BULLETINS PRESENTED TO THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18

<b>September 2017</b>	Community engagement
<b>October 2017</b>	Update on the Leader of the Cabinet's Response to the Chair of the Overview and Scrutiny's Question on 14 September 2017
<b>November 2017</b>	Mid Suffolk Business Rate Relief Summary 2017/18
<b>December 2017 (Joint)</b>	Recent Customer Access Activities
	Use by the Council of interims, temporary staff and consultants
	Defining the Performance Framework, and Indicators for Monitoring Delivery of the Joint Strategic Plan (Mid Suffolk District Council)
	Void Improvement Project (BDC)
<b>March 2018</b>	Review of the Transformation Fund

## SCOPING TOPICS FOR MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE 2017/18

<b>July 2017</b>	Scoping for Homelessness/ Bed and Breakfast Accommodation Review
<b>August 2017</b>	Scoping a Review of voids
<b>October 2017</b>	Scoping for Supporting Business Growth
<b>November 2017</b>	Scoping Legal Services Partnership
<b>February 2018</b>	Scoping Waste Services – Options for Review
	Scoping the Five-year Land Supply

**MID SUFFOLK OVERVIEW AND SCRUTINY COMMITTEE  
WORK PLAN 2018/19:**

**14 June 2018**

<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Cabinet Member</b>	<b>Joint Strategic plan reference</b>
<b>Overview and Scrutiny Training for Members of the Committee</b>		Janice Robinson Corporate Manager – Law and Governance		Enabled and Efficient Organisation
<b>Babergh and Mid Suffolk Building Services (BMBS)</b>	12 months review after the implementation of the Service This to include reporting back to the Committee on progress in implementing the actions drawn up to reduce the days Council properties are void.	Justin Wright - Newton Corporate Manager - BMBS	Jill Wilshaw	Intelligence based community insight and outcome - focused performance management  Strengthened and clear governance to enable delivery
<b>Staff Turnover and Welfare</b>	Reviewing the impact the office move has had on staff and the financial impact of the move to Endeavour House, with the aim of learning points for other future major change activities.	Anne Conway Corporate Manager HR & OD  Katherine Steel Assistant Director – Corporate Resources		Intelligence based community insight and outcome - focused performance management  Strengthened and clear governance to enable delivery
<b>Members to agree the MSDC Work Plan for 2018/19</b>		Henriette Holloway – Governance Support Officer		

<b>19 July 2018</b>	<b>20 December 2018</b>
<p><b>Scoping of Pre-Planning Application</b> – to scope a review of the newly introduced pre-planning application fees. (P Isbell/ G Walker)</p> <p><b>Review of Shared Legal Service</b> – To review the progress and communication following the December meeting.</p>	<p><b>MRF Procurement Process</b> Officer to report back to the Committee on the outcome of the MRF Procurement Contract. (JOS/17/8)</p>
<b>16 August 2018</b>	<b>17 January 2019</b>
<p><b>Voids</b> – A review of the time it takes to re-let a property</p> <p><b>Pre-planning Application report</b></p>	
<b>20 September 2018</b>	<b>14 February 2019</b>
<p><b>Crime and Disorder Panel meeting</b></p> <p><b>The HQ Sites</b> – the Investment Business Case for Development (TBC)</p> <p><b>Review of public attendance at public Committee meetings</b></p>	
<b>18 October 2018</b>	<b>14 March 2019</b>
<p><b>Investment Strategy</b> To scrutinise the Business Plan for BMS Invest CIFCO</p> <p><b>An update on the Homelessness Reduction Act (2017)</b> Six months after the implementation of the Act</p> <p><b>Waste Strategy</b> Scrutiny of the outcome of the Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet. (JOS/17/8)</p> <p><b>The Five-year Housing Land Supply</b> A report to review the recalculation of the Five-year Housing Land Supply</p>	
<b>15 November 2018</b>	<b>18 April 2019</b>
<p><b>CIL Expenditure Framework</b> The Joint Member Panel to be part of the Scrutiny Process</p>	
	<b>16 May 2019</b>
	Annual Review of BMS Invest Business Plan

## TOPICS IDENTIFIED FOR REVIEW BUT NOT CURRENTLY TIMETABLED:



### **Universal Credit**

To review steps for implementation of Universal Credit and ensure the Council is fully prepared for the roll-out in May 2018 (if scrutinised after May, to check it was fully prepared) Officers: Amy Mayes and Andrew Wilcock (IBC)



### **Community Grant**

Strong and safe communities was asked to report back following a 'health check' of the groups receiving grants. (to be an Information Bulletin) **TBC**



### **Crime and Disorder Panel meeting**

Required to take place at least once a year, provisionally agreed to take place in **September** of each year.



### **Enforcement**

Enforcement for parking, planning etc to be discussed with Babergh Overview and Scrutiny Committee and Kathy Nixon – Strategic Director to decide how to approach this area.



### **Community Transport Services**

To scrutinise the services provided by SCC and consider what Overview and Scrutiny can add to these services