



BABERGH DISTRICT COUNCIL

WORK PLAN

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From: Henriette Holloway – Governance Support Officer	Report Number: XXXXXXXX
To: Babergh Overview and Scrutiny Committee	Date of meeting: 19 March 2018

WORK PLAN FOR 2017/2018

The table below is a draft of the forward plan for the Mid Suffolk Overview and Scrutiny Committee. This table will be reviewed at each meeting and could be amended in the light of new items arising or as a result of items on the Forthcoming Decisions List being selected for scrutiny.

19 April 2018
Joint Committee with Mid Suffolk District Council
Chair: Barry Gasper

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Babergh and Mid Suffolk Building Services (BMBS)	12 months review after the implementation of the services 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	Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery Make best use of our existing Housing assets
Staff Turnover and Welfare	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 Make best use of our existing Housing assets

Updated Joint Complaints Policy	Reviewing the updated Complaints Policy and the impact on the community	Karen Coll, Corporate Manager, Business Improvements Ben Staines, Research and Project Officer – Business Improvements	Intelligence -based Community, insight and outcome – focused performance management
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	Make best use of our existing Housing assets

21 May 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Scoping of Pre-planning Application	To conduct a scoping exercise to review the newly introduced Pre-planning Application	Philip Isbell Corporate Manager – Growth and Sustainable Planning Gemma Walker – Senior Planning Officer	Alternative Service Delivery models
Review of Shared Legal Services	To review the progress and communication following the presentation in December	Emily Yule Assistant Director, Law and Governance	Financially sustainable Councils Manage our corporate assets effectively Enabled and Efficient Organisation
Waste Strategy	Report based on the scoping exercise conducted in February	Chris Fry Assistant Director – Environment and Commercial Partnership	Financial sustainable Councils Intelligence -based Community, insight and outcome – focused performance management

Off-payroll Costs Review	A review of Off-payroll Cost following on from the update presented 18 December 2017	Katherine Steel Assistant Director – Corporate Resources	Financially sustainable Councils Manage our corporate assets effectively
Investment Strategy	To scrutinise the Business Plan before final presentation to Full Council and to make any suggestions felt appropriate (Governance arrangements will be presented to Full council in April)	Louise Rawsthorne Managing Director – BMS Invest	Financially sustainable Councils Manage our corporate assets effectively
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	Make best use of our existing Housing assets

WORK PLAN 2018/19 for Babergh Overview and Scrutiny Committee:

18 June 2018 (Joint)	17 December 2018
SWP – Report on Food Waste Rob Cole – SWP Manager Members to agree the BDC Work Plan for 2018/19 Overview and Scrutiny Training for Members of the Committee	MRF Procurement Process Officer to report back to the committee on the outcome of the MRF Procurement Contract. (JOS/17/8)
23 July 2018	21 January 2019
Voids – A review of the time it takes to re-let a property Waste Strategy	

Members to receive an updated forecast of how to reduce the BDC deficit based on the 1 st quarter of 2017/18 figures Pre-planning Application report	
20 August 2018	18 February 2019
The HQ Sites - The Investment Business Case for the Development	
17 September 2018	18 March 2019
Crime and Disorder Panel meeting Investment Strategy To scrutinise the Business Plan	
22 October 2018	15 April 2019
An update on the Homelessness Reduction Act (2017) (Six months review after the implementation of the Act) CIL Expenditure Framework The Joint Member Panel to be part of the Scrutiny Process Waste Strategy Scrutiny of the outcome of Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet. (JOS/17/8)	
19 November 2018	20 May 2019
	Annual review of BMS Invest Business Plan



Babergh Charing Joint Committee



Mid Suffolk Charing Joint Committee

Topics identified for review by O&S but not currently timetabled:

Information Bulletin: Customer Access Activity Update

An update on the customer activity Information Bulletin presented 18 December 2017 **TBC**

Community Grants

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

Fuel Poverty

Reporting back to the Committee on the changes incorporated into the Joint Fuel Poverty Strategy – To consider if further action is needed at this stage, in the light of it being incorporated into a Suffolk-wide strategy

CIL

Update on the outcome from the Joint Overview and Scrutiny Committee 18 December 2018

Crime and Disorder Panel meeting

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

Void times in Council Properties – Monthly Information Bulletin

Other topics identified:

- Home ownership review

Authorship:

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