

## **Babergh and Mid Suffolk Councils – Further Electoral Review**

### **Council Size Submission to the Local Government Boundary Commission for England**

#### **1. Introduction**

Babergh District Council ('BDC') and Mid Suffolk District Council ('MSDC') are two sovereign district councils with a joint Chief Executive, fully integrated management team and single staff body serving the two councils under a Memorandum of Understanding and section 113 Agreement. The councils are responsible for a significant geographical area (59,378 and 87,107 hectares respectively) in the heart of Suffolk, covering a mix of urban and rural locations. Both council areas are fully parished (76 and 124 parishes respectively).

MSDC received notification of a proposed intervention electoral review from the Local Government Boundary Commission for England ('LGBCE') due to a significant disparity in electoral equality across a number of wards<sup>1</sup>. MSDC subsequently agreed the proposed electoral review timetable at its meeting on 28 July 2016.

Due to the nature and history of MSDC and BDC working together BDC therefore requested that the LGBCE also undertake a further electoral review of their district to coincide with the review of Mid Suffolk. This was agreed at BDC's Council meeting on 26 July 2016.

Due to the joint working relationship of the two councils, this submission has regard to both councils' size. Details of this joint relationship and areas where there are differences are set out below. This document forms both councils' formal response to the LGBCE's request that the councils put forward a submission regarding 'Council Size'.

This submission has been prepared in full accordance with the LGBCE's "Electoral reviews – Technical guidance (April 2014)". Councillors have been engaged throughout this process and specifically through a cross party 'Strengthening Governance' Task & Finish Group, and a series of information sessions and workshops.

#### **2. Summary**

In 2011 Babergh and Mid Suffolk District Councils ('BMSDC') proposed to formally dissolve the two councils and merge to form a new single district council for their areas. Under the legislation and guidance in place at that time it was a necessary pre-cursor to any such merger that the councils conduct a non-binding local advisory referendum of their electorate. BMSDC decided to make this referendum binding upon them, and that therefore more than 50% of each electorate would need to vote in favour of the merger for the councils to proceed. The referendum took place in May 2011. Of those who voted, 60% of Mid Suffolk electors voted in favour of the councils' proposed merger but only 40% of Babergh's electors supported the proposal.

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<sup>1</sup> Stowmarket North ward has an imbalance of +31%, and a further 9 wards (30%) have an imbalance of +/- 10%

Although the two councils did not therefore proceed with such a merger at that stage a transformational integration programme of joint working, known as 'Working Together', was put in place. This integration began with the appointment of a joint Chief Executive in 2011, subsequent changes to join the management structures, and a fully integrated workforce being in place by 2013.

Although the Councils remain as politically sovereign bodies, the elected members do also work very closely together and a single Vision and Joint Strategic Plan (2016-2020) has been adopted. BMSDC also has a track record of a number of joint Councillor arrangements. These include joint committees; namely Scrutiny Committee and Audit & Standards Committee; and a variety of other formal and informal arrangements such as the Joint Member Integration Board, Joint Portfolio Holder Briefings, a Joint Housing Board, various Joint Task & Finish Groups; and Joint Member briefings and training.

The strength of this partnership working and relationship is demonstrated by the fact that it has survived for six years, and despite a change of administration, both Leaders, and of Chief Executive. BMSDC's continuing desire, through 'Working Together', to operate wherever possible as a single organisation and to potentially work towards becoming a single council, has been further extended by a variety of recent decisions. These include the creation of a single BMSDC owned company for £50m of investments and the decision to move into a single, joint headquarters building in Summer 2017; which will host all councillors, and the majority of staff and public meetings. Similarly, this integration work will further evolve during 2017 with a launch of a single joint website, new joint customer access points in both districts, refreshed joint branding, and adoption of shared staff values.

BDC currently has 43 councillors representing an electorate of 71,686 across 27 wards and MSDC currently has 40 councillors representing 79,885 electors across 30 wards. All-out elections are held every four years. Both councils have had essentially the same number of Councillors since the councils were first established in 1974. The only change has been at BDC, which has increased by one councillor from the 42 Councillors that it first had in 1974. Both councils now have wards where there is notable electoral inequality<sup>2</sup>.

In December 2016 both councils resolved to move from a committee style of governance to a Leader-Cabinet model. This will be implemented from May 2017 and will be fully embedded by the elections in 2019, at which time the outcomes from this electoral review will be enacted. As such, this council size submission seeks to address two issues:

- a. The current, and potential for further electoral inequality within the warding structure of the councils, particularly having regard to future development and the estimated increase to the electorate; and
- b. The anticipated change in the councillor workload and number of committee placements as a result of the change to the Leader-Cabinet model in May 2017, and the further evolution of joint working and governance leading up to and beyond 2019.

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<sup>2</sup> In Babergh there are 22% of wards with an imbalance of +/- 10% of the average electorate per councillor

**It is therefore proposed that the number of councillors be reduced from 43 to 31 for Babergh District Council and from 40 to 34 for Mid Suffolk District Council.**

The factors that have been considered when reaching this proposal are as follows:

- The move to a Leader-Cabinet model of governance and the expected structure of committees and decision making within that framework, which will lead to fewer councillors being directly involved in day to day decision making;
- The reduction in the number of committee placements needed to operate effectively within the Leader-Cabinet structure by 2019, in particular with regard to scrutiny, audit and regulatory functions;
- The number of councillors needed to represent and engage with the community, including working with parish councils and undertaking case work on behalf of constituents;
- The current and expected time commitment required of a councillor in order to fulfil all of their responsibilities in respect of council business, representation on external bodies and as community leaders;
- An officer assessment of member workload has concluded that, taking no account of representational needs, each council could operate with a minimum of 20 to 25 Councillors.
- The broadly agreed Councillor opinion, that emerged through the recent workshops, that each council could operate most effectively in the Leader-Cabinet model from May 2017, fulfilling all of its respective governance and representational roles, with approximately 36 Councillors;
- The current and historic working relationship between the two councils, and the realistic anticipated increased use of joint committees, joint representation and joint decision making from the new joint headquarters building;
- The councils' long term Joint Strategic Plan and delivery programme;
- The councils' desire to achieve electoral equality both within and across both districts.

Further explanation of the considerations around these factors is given below in sections 3 to 10.

It is acknowledged that at the time of this submission, the new Leader-Cabinet governance arrangements have not yet been implemented. These will take effect from May 2017 and so will be fully embedded by 2019 but there is therefore less relevance to BMSDC's historic evidence on which to base assertions about future councillor involvement and the time commitment needed. However, the assumptions made in this proposal are based on how this model of governance operates in other local authorities and in particular our neighbouring Suffolk authorities, both of which will be familiar to the LGBCE.

### **3. Full Council**

BMSDC's Constitutions are currently being redrafted to reflect their decisions to move to the Leader-Cabinet governance model. This work will be completed and approved by each council at their meetings in April 2017. The work carried out through the Councillor workshops and Strengthening Governance Task & Finish Group has confirmed that there will be relatively few changes to the role and functions of Full Council, and no additional matters will be reserved to Full Council. The relevant extract from the current Constitutions has therefore been appended to this document.

In accordance with the Leader-Cabinet style of governance the majority of day to day decisions will, from May 2017, be taken at Cabinet meetings (see below). Although the terms of reference for each Full Council will not be changing significantly, it is anticipated that this change in governance will result in a reduction in regular business being conducted at Full Council meetings. Council meetings will remain however the place for motions, significant debates and councillor questions.

Full Council will continue to require the attendance of all Councillors. The Council (for each district) currently meets at least six times per year. In the past however there has frequently been the need to schedule additional meetings. In light of the change to the Leader-Cabinet model it is no longer anticipated that additional Council meeting will be required other than in exceptional circumstances.

BMSDC will be relocating to new offices (shared with Suffolk County Council) during Summer 2017. This is an existing building which will become the administrative headquarters of BMSDC and Suffolk County Council. The building has a dedicated, fully digitally equipped, council chamber. As the current council chamber for the County Council the room is just large enough to accommodate all of the current BMSDC Councillors, and certainly would be large enough to accommodate the combined proposed council sizes of 65 Councillors. It is anticipated therefore, in light of the continuous journey of integration between BMSDC, that upto half of BMSDC's Council meetings may be held as simultaneous meetings from 2019, if not before.

#### 4. Cabinet

The adoption of the Leader-Cabinet governance model has had a dramatic impact on the role and workload of Councillors at every council that has adopted it since 2000. From May 2017 only a relatively small number of Councillors will be directly involved in making decisions, except for those limited matters that must still be determined at a Council meeting.

The Leader of each council will be elected by Councillors, for the remainder of the four year term, at the annual meetings in May 2017. The Leaders will then each appoint a Deputy Leader, and five further Cabinet Members / Portfolio Holders. Each of the Cabinet Members will be aligned to BMSDC's priorities, as defined in the Joint Strategic Plan. Although BMSDC may wish to retain a couple of extra Councillors, outside of their respective Cabinets, with lead responsibility for particular places or themes (to provide additional informal policy support), it is anticipated that the Cabinets will mirror each other, and only contain seven Councillors rather than the maximum of ten. Similarly none of the Cabinet Members will have a deputy and will not have delegated authority from the Leaders to make decisions with regard to functions within their portfolio.

Again the terms of reference for the Cabinets are not available yet as this work is being completed as part of the revisions to the Constitutions to be approved by each council at their meetings in April 2017. The role of the 'executive' under the Cabinet-Leader model is, however, largely determined by legislation; and so BMSDC's Cabinets will fulfil these same functions.

BMSDC currently operate cross party Strategy and Executive Committees respectively, which meet eleven times per year and will be replaced by a similar schedule of Cabinet meetings. As described above, both BMSDC are already delivering to the same shared Vision and outcomes set out in the Joint Strategic Plan through a single officer team and mirrored Portfolios, that meet jointly. It is therefore anticipated that once the Leader-Cabinet model has become embedded, and BMSDC move to their joint headquarters, then simultaneous Cabinet meetings of BMSDC are likely to become the preferred mechanism for decision making.

As this approach continues to evolve beyond 2019 then it could even result in a reduction in Cabinet sizes, with individual Portfolio Holders taking responsibility for each priority across the whole of Babergh and Mid Suffolk rather than simply within their own council area. This approach of collective representation has already been adopted by BMSDC in relation to various outside bodies, such as the Health & Wellbeing Board, where one Councillor represents both councils. Again it is anticipated that this approach is only likely to increase between now and 2019.

It has been proposed that all Councillors, and specifically the Leaders of the other political groups, and the Chairmen of the Scrutiny and Audit Committees will be invited to attend Cabinet Meetings. Any Councillor present will then be able to question Cabinet Members directly on items presented for decision and performance reports, but of course they cannot play any role in making such decisions.

It is anticipated that regular informal Cabinet Briefings will provide the opportunity for the Cabinet Members and Senior Officers to consider key issues and debate policy matters. The majority of executive decisions, that are not already delegated to officers, will then be made at the formal Cabinet Meetings. Again it is anticipated that as BMSDC become more comfortable with and embed the Leader-Cabinet model of governance then the level of delegated authority to officers is likely to increase.

## **5. Governance Committees**

It is anticipated that as BMSDC makes a reduction in May 2017 in the number of Councillors involved in decision making, then it is likely that there may be a gradual reduction over time in the number of Councillors involved in the governance functions. Any such change is unlikely however to happen initially as both councils are determined to reinforce and further strengthen the arrangements for holding the respective Cabinets to account, especially through their scrutiny arrangements. As part of the change to the Leader-Cabinet model BMSDC have therefore decided to adopt a strengthened but streamlined framework for its governance committees. This will see each council having one Scrutiny Committee and one Audit & Standards Committee as described below.

### **Scrutiny**

BMSDC currently has separate Scrutiny Committees made up of 8 Councillors respectively, but also meets every two months as a Joint Scrutiny Committee of 16 councillors (8 from each council). The committees have a forward programme of work which includes performance monitoring, policy development, proactive and responsive scrutiny, and pre-scrutiny in support of the Joint Strategic Plan. The committees are also responsible for dealing with any 'call-ins', although with the current governance system that is operating these have been extremely rare.

BMSDC has recognised however that it will be essential to further strength their approach to Scrutiny in order to ensure that, alongside the Audit Committee and Full Council, the Cabinet is properly being held to account for its decision making. With this in mind, BMSDC have proposed not to have a Joint Scrutiny Committee during an initial period whilst the Leader-Cabinet model is adopted and embedded at each council. By 2019 however it is anticipated that the separate Committees will have been abandoned in favour of having only a Joint Scrutiny Committee.

Both councils will need to re-learn over the next 9 to 12 months how to have an effective scrutiny function under their revised governance system. BMSDC are both keen however to retain the strong culture of collaborative, cross party and council, working that has developed under their Committee system and joint arrangements. It is anticipated therefore that there will be an even greater level of

pre-scrutiny than was necessary before under the Committee system. This should also ensure that any 'call-ins' will remain extremely rare.

Overall however BMSDC's Councillors are clear, as discussed and established through the recent Member workshops, that the priority for all scrutiny functions will be to ensure that there is 'added value' for the organisation, decision making and our communities; aligned to the Joint Strategic Plan. There will therefore be a clear focus at both councils on 'quality' rather than 'quantity' of scrutiny. This approach will be supported by:

- A-Political Scrutiny;
- Electing an effective Chairperson;
- Providing bespoke training & skills (including listening, critical thinking and constructive questioning);
- Putting in place dedicated scrutiny officer resource and senior officer support;
- Clear use of the Cabinet Forward Plan;
- Calling upon external bodies as witnesses;
- Greater research and adoption of best practice;
- Ensuring all Councillors have the confidence to challenge each other effectively;
- Developing good relationships between Scrutiny and Cabinet.

### **Audit & Standards**

BMSDC currently operate the Audit and Standards Committee arrangements in the same way as Scrutiny (as described above). Each council has an Audit & Standards Committee made up of 8 Councillors respectively, but also meets every two months as a Joint Audit & Standards Committee of 16 councillors (8 from each council). It is the role of the Audit and Standards Committees to deal with audit, corporate and financial governance, and risk in accordance with the relevant CIPFA (Chartered Institute of Public Finance Accountants) Guidance.

Responsibility for reviewing the Constitution currently rests with the joint Strengthening Governance Task & Finish Group; but in the longer term this is likely to rest with the Audit & Standards Committees as a continuous role.

Following the reforms to the Code of Conduct regime, introduced through the Localism Act during 2012, the Audit Committees took on the ethical governance responsibilities within its terms of reference, and any previous Standards Committees were dissolved. In addition, BMSDC and Suffolk County Council operate a Suffolk Joint Standards Board. The new arrangements adopted by the councils for dealing with Code of Conduct complaints involves less Councillors than the previous regime. In the vast majority of cases only the relevant Group Leader is involved at all. Similarly complaints about parish / town councillors (which previously made up the majority of all complaints) only involve District Councillors if, exceptionally, they result in an investigation and a finding by the Investigating Officer that there has been a breach of the Suffolk Code of Conduct.

Again BMSDC have proposed not to have a Joint Audit & Standards Committee during the initial period whilst the Leader-Cabinet model is adopted and embedded at each council. By 2019 however it is anticipated that the separate Committees, including the Suffolk Joint Standards Board, may have been abandoned in favour of having only a Joint Audit & Standards Committee.

## **6. Regulatory Functions**

### **Development Control**

The councils currently operate different committee arrangements for each area but all such committees are politically balanced. BDC has a single Planning Committee of 14 Councillors that meets on a fortnightly basis. MSDC has shared the planning workload between two Development Control Committees (A and B). Each of these Committees is made up of 10 Councillors which meet monthly. MSDC also operates a Planning Referrals Committee (made up of all the members of committee A and B) to which applications can be referred on an ad hoc basis.

A special responsibility allowance is paid (see Members Allowance Schemes) to all members of the BDC Planning Committee in recognition of the extra responsibility and time demands placed on BDC members because of the frequency of meetings and the requirement to make site visits on a regular basis. All BMSDC Committee Members are also required to attend regular workshops on related planning issues and to keep informed about current regulatory practice.

The Councils are currently working towards adopting a Joint Local Plan before 2019, which will entirely replace the existing separate Local Plans. Although some change to the committee structure described above is possible, it is anticipated that, given the nature of planning matters there will remain at least two planning Committees, one for each of the councils, and that these will continue to have their meetings directly in the districts.

### **Regulatory and Licensing**

BMSDC each have Regulatory and Licensing Committees, made up of 10 and 12 Councillors respectively. These Committees are responsible for each council's functions in the control of services, persons, vehicles and premises that are required to be licensed or registered.

A number of licensing matters are also dealt with through delegated decisions by officers. In recent years the workload of the Committees has remained relatively consistent and this is not anticipated to change. The Committee has only six scheduled meetings per year but also meets as a sub-committee to determine applications for licences and to consider breaches of licensing conditions. Such sub-committees are comprised of three Councillors.

Again both councils have slightly different arrangements regarding special responsibility allowances for Regulatory and Licensing Committees. However none of the ordinary members of these Committees at either council (non Chairman or Vice Chairman) receive a special responsibility allowance. It is anticipated however, given the nature of such licensing and regulatory matters, that by 2019 such decisions are likely to be determined through a single Joint Committee.

## **7. Other Committees, Task & Finish Groups and Partnership working**

### **Committees and Task & Finish Groups**

All other Committee arrangements in place for BMSDC are joint. These are the Joint Appointments Committee (ad hoc), Joint Health & Safety Committee (6 monthly), Joint Staff Consultation Committee (6 monthly) and Joint Housing Board (monthly).

It will be necessary for the councils to maintain a joint committee to deal with any statutory officer appointments and dismissals. These are, by their nature, extremely infrequent. Following the

appointment of the new Chief Executive (from January 2017) and adoption of the Leader-Cabinet model it is proposed that the Joint Health & Safety Committee and Joint Staff Consultation Committee will now be dissolved from May 2017 as these are the responsibilities of the Head of Paid Service, who shall be held accountable for such matters by each Cabinet.

The current Joint Housing Board arrangements are currently being reviewed in light of the emerging financial differences between each council's Housing Revenue Account. Tenant involvement and engagement may therefore be conducted separately from May 2017 in conjunction with the relevant Housing Portfolio Holders.

As mentioned in the Summary section above BMSDC put in place a Joint Member Integration Board ('JMIB') when the two councils first discussed and began integrating in 2010. JMIB was created to steer and scrutinise the governance of the integration and transformation programme between BDC and MSDC. JMIB was established as cross party group of five Councillors from each authority. JMIB meets monthly to provide pre-scrutiny to all proposals to undertake joint transformation and to provide an ongoing governance role with regard to programme management, assumptions and risk. Following a period of six years however, this phase of integration and transformation will be fully complete following the move to new single headquarters and implementation of the Public Access Strategy (both of which are subject to separate project governance arrangements). Again therefore with the introduction of the Leader-Cabinet model from May 2017 the JMIB will now be dissolved.

Each Council and Cabinet (from May 2017) may periodically appoint non decision making working / task & finish groups to consider and make recommendations on particular areas of policy. This is a mechanism that has been used relatively infrequently in the recent past and neither council has any permanent working groups. Task & Finish Groups have been used where appropriate, recently these have included:

- Strengthening Governance
- Capital Investment Strategy
- Environment
- Implementation of modern.gov
- Leisure
- Local Plan

It is intended that this approach will continue from May 2017 with the revised Scrutiny Committees taking on a much wider pre-scrutiny function themselves. Where appropriate however the Cabinets or Scrutiny Committees may decide to form separate or joint Task & Finish Groups to explore specific issues.

### **Partnership working**

Previous Local Strategic Partnership arrangements have been dissolved in both districts. Both councils are however engaged with the wider public, voluntary and private sectors through a number of Suffolk wide mechanisms, including the Health & Wellbeing Board, Local Enterprise Partnership and Public Sector Leaders Board. The nature of these broad arrangements is such that each usually involves only one Councillor from each authority, or on behalf of both councils. At the more local level the councils also have direct relationships with their 200 town and parish councils through 6 monthly parish liaison meetings, ward councillors and area-based community development shared arrangements with Suffolk County Council.



BMSDC also has several external contractual partnerships for the delivery of various council services. These include:

- Serco who provide waste and recycling collections for both councils;
- Shared Revenues Partnership with Ipswich Borough Council;
- Emerging service level agreements with neighbouring districts for the provision of car parking services;
- SLM and South Suffolk Leisure Trust for the delivery of councils' four sport & leisure centres; and
- Gateway to Homechoice for the delivery of choice based lettings.

Working with all partners remains a strong foundation for the delivery of BMSDC's Joint Strategic Plan. This is particularly so in relation to the delivery of the councils' shared priorities for Housing delivery, Business growth and increased productivity, and Community capacity building and engagement.

#### 8. Councillor Involvement in Council Business and External Bodies

For the purposes of assessing Councillor involvement in council business consideration has been made of all of the committees that will be in place from May 2017. Additional involvement in various joint committees, or other committees that may be discontinued, have been ignored. The full spreadsheets of current Councillor involvement have however been attached as an appendix.

There are currently 5 Councillors of the 83 BMSDC Councillors who are not a member of any council committee. A further 47 Councillors are only members of one committee. 25 Councillors sit on two committees and just 6 Councillors are members of three committees.

#### **External Involvement**

In addition to the councils' internal and joint governance arrangements described above, BMSDC also appoint a number of their Councillors on to various outside bodies. The list of outside bodies is reviewed annually and has reduced overtime, but has not changed significantly in recent years. Most of these outside bodies meet between one and four times per annum.

BDC currently appoints to 34 places on 28 different outside bodies. MSDC currently appoints to 25 places on 23 different outside bodies. Of these outside bodies however 17 of them are appointed to by both BDC and MSDC. Overall 33 different BMSDC Councillors currently fill all of the available outside body roles.

As highlighted above a growing number of Suffolk wide outside body appointments are being shared between BMSDC. 3 of shared 17 outside bodies described above are already a joint appointment whereby the Councillor appointed represents both BDC and MSDC on the outside body. It is anticipated that this approach is only likely to increase between now and 2019.

#### 9. Councillors' Time Commitment

The number of council committees and task & finish groups, and how often they operate is set out in each of the sections above. Council meetings and task & finish groups are broadly well attended and where Councillors are unable to attend good use is regularly made of the substitute arrangements.

The councils have never had any difficulties in servicing their committees, working groups or managing the business of the councils. However not many Councillors routinely attend other meetings of the council if they are not members of that particular committee or task & finish group and not required to substitute.

The most recent evidence that the councils have as to how much time Councillors spend on council business comes from a survey undertaken for the purposes of this report in 2017. The survey was open to all Councillors and completed by 42 of 83 Councillors (split evenly between each district and broadly in line with the rural / urban proportions across the districts). 30 of the 42 Councillors who responded hold significant additional roles within the councils, for example as Leader, Deputy Leader, Chairman, Portfolio Holder or Member with Special Responsibility. This therefore needs to be taken into account when trying to extrapolate the results of this survey for all 83 Councillors.

Of those who responded the majority are appointed to one formal committee (38%) although a significant amount are appointed to two committees (29%). By contrast the majority of those responding are not appointed to any outside bodies (43%) or task & finish groups (33%). The majority of outside body and task & finish work is instead concentrated with a smaller number of Councillors.

The survey also sought to analyse how the Councillors currently spend their time. Again there is no consistency to the amount of time spent by different Councillors on different council activities. For example roughly the same number of Councillors spend between 4 and 6 hours, as spend over 10 hours, per month attending formal council and committee meetings. The time spent attending such meetings does broadly correlate however, as might be expected, with the proportions of time spent preparing for such meetings.

The level of difference between Councillors becomes even more distinct when considering the amount of time spent by Councillors in internal council meetings and with officers. 43% of Councillors spend upto 4 hours per month on such activity, but this contrasts with 33% spending over 10 hours per month.

By contrast the amount of time spent by Councillors at parish council meetings is more consistent – with over 50% spending between 2 and 6 hours per month. Similarly, in accordance with the figures above, the vast majority of those responding (47%) spend less than 2 hours per month on outside body matters. As would be expected there is also more consistency in terms of the time spent by Councillors attending training, workshops and conferences. 50% spend upto 4 hours per month on such activities.

In line with the different nature of the various parts of the districts, and the issues that may be occurring at any point in time, there is no consistency in the amount of time spent by Councillors in engaging with their constituents. This varies from less than 2 hours per month through to over 10 hours per month, but the majority of those responding spend between 2 and 4 hours (29%).

Finally, given the geography of the districts and the different nature of the roles of those responding, the greatest contrast of responses is in terms of the amount of time spent by Councillors travelling on council business. The largest responses were over 10 hours (32%) and less than 2 hours (26%) respectively.

Overall therefore the survey demonstrates huge variation in the number of hours spent by each Councillor. There certainly is no real average. In light of the future changes, as described elsewhere

in this document, 81% of respondents do however expect their workload to increase during their remaining term of office.

The councils do not currently have formal role descriptions for Councillors but each Constitution does contain a summary of the key roles, functions, rights and duties of all Councillors. The councils may develop one in future as a result of any Independent Remuneration Panel's recommendations, but have no current plans to do so.

It is not a council policy requirement that each Councillor should serve on either one committee or task & finish group, in addition to Full Council. As set out above currently 5 Councillors of the 83 BMSDC Councillors are not members of any council committee. The vast majority of Councillors (57%) only serve on one such other formal committee. This is clearly inefficient in terms of best managing the business of the councils but may also indicate that a disproportionate number of Special Responsibility Allowance ('SRA') payments are currently being awarded. Currently MSDC Councillors are allowed to claim more than one SRA. There are 32 councillor roles within MSDC which qualify for a SRA. By contrast at BDC Councillors can only claim one SRA (whichever the larger if they are entitled to more than one). 25 of the 43 BDC Councillors therefore currently receive a SRA payment.

Similarly it is clear from the data above that the work of managing the business of the Council is not evenly spread across all of the Councillors. A disproportionate amount of such work is currently falling on 37% of the Councillors. This situation is also not even reflected in the current award of SRAs – with 13 of those 31 Councillors receiving either no SRA or only the lowest level of Councillor SRA, and two of these Councillors only receive a SRA by virtue of being Group Leaders.

A simple officer assessment of member workload has concluded that (taking no account of representational needs) if each Councillor sat on at least two committees (each comprised of 7 or 8 Councillors), then each Council could operate the future governance arrangements set out above in an evenly balanced way, with a minimum of between 20 and 25 Councillors.

#### 10. Community Leadership and Representational Role

Babergh and Mid Suffolk are represented in Parliament by three MPs. They represent the constituencies known as Bury St Edmunds, Central Suffolk & North Ipswich, and South Suffolk. All three of these MPs represent constituencies that extend beyond the BMSDC boundaries.

In addition the district is represented by 20 county councillors, three of whom are district councillors for BDC and seven are also district councillors for MSDC. Many district councillors are also parish councillors serving on one of the 200 town and parish councils in Babergh and Mid Suffolk.

The councils cover a large and mixed area. The current combined electorate as at December 2016 is 151,571. This is predicted to increase to 157,586 electors by 2022. The electorate is spread unevenly however across the parishes, towns and the 57 wards that make up the two districts. This includes several more sparsely populated rural parishes and wards.

In Mid Suffolk 25 of the 30 wards can be considered as rural and currently provide 75% of all MSDC Councillors. The 5 urban wards (17%) provide 25% of the Councillors (10). Three of these urban wards (7 of the 10 current Councillors) represent just one town - Stowmarket. The most significant electoral inequality (which triggered the need for an electoral review) is in one of these urban wards where the 3 ward councillors each represent 30% more electors than the average across the district.

The other areas of significant inequality (of more than 10% from the average) are spread across nine other wards (currently represented by 10 councillors). Eight of those nine wards are in rural areas. These are split evenly however in terms of those that are above and below the average for the district.

By contrast in Babergh 19 of the 27 wards can be considered as rural and currently provide 63% of all BDC Councillors. The 8 urban wards (30%) provide 37% of the Councillors (16). The areas of significant inequality (of more than 10% from the average) are spread across six wards (currently represented by 8 councillors). Five of those six wards are in rural areas. Again they are split evenly in terms of those that are above and below the average for the district.

As can be seen from the councils' projected electorate growth forecasts (previously submitted to the LGBCE) it is anticipated that there will continue to be further significant growth for Mid Suffolk in the Stowmarket (North) ward of 20.4%. In addition significant electorate growth is also projected to be concentrated in two other wards (Bramford and Blakenham 19.3% and Haughley and Wetherden 14.5%). Other notable areas of electoral growth of between approximately 4% and 6% are projected in Eye, Needham Market, Onehouse, Stowmarket Central, Stowmarket South, Stradbroke and Laxfield, and Thurston and Hesselton.

In Babergh significant electorate growth is also forecast in the wards of Berners (16.1%), Brook (13.7%) and Great Cornard South (10.9%). Again in addition other notable areas of electoral growth of between approximately 4% and 7% are projected in the wards of Alton, Dodnash, Great Cornard North, Hadleigh North, Holbrook, Long Melford, Sudbury East and Sudbury South.

The combination of the reduction in the size of the Council and anticipated electorate growth in wards such as Bramford and Blakenham, Haughley and Wetherden, Stowmarket North, Berners, Brook and Great Cornard South are likely to place additional pressures on the workload of Councillors, especially in the more sparsely populated wards, as their ward areas and number of associated parishes may be enlarged in order to achieve greater electoral equality.

Regardless of the different sizes of electorate, parishes act as the main focal point for community engagement within Babergh and Mid Suffolk. BMSDC is anxious to maintain good links with its parishes. This does not mean however that BMSDC believes that the number of district Councillors should be set at a level which would enable such district Councillors to attend all of the parish council meetings in their ward.

In light of the mixed nature of the districts, as described above, BMSDC believes it is for each ward Councillor, either individually or together with their fellow ward Councillors in multi-seat wards, to determine how best to engage with their communities and respective fellow county councillors, parish and town councils and their councillors in their respective ward areas. BMSDC does not consider that it would be appropriate or possible, either under the current warding patterns or following the electoral review, to determine a set manner in which Councillors should engage with their communities. This view is further strengthened by the fact that many of the district Councillors are also town or parish councillors, and the ongoing exponential growth in the availability and use of digital technology and communications by all Councillors (which already includes smart phones, laptops, tablets and Skype).

The nature of 'Community Leadership', particularly in response to the councils' priority to build community capacity and engagement, is likely to be different across the various parts of the districts. Lack of direct support from local authorities, SALC or NALC could often require ward Councillors to be significantly involved in facilitating community capacity and engagement. Often this is more acutely recognised in the more sparse communities, which tend to be reliant upon a smaller pool of

the same people to volunteer across a range of community organisations. Councillor support for such communities may therefore have to be both more intense and provided over a longer time period if all communities are to thrive, grow, be healthy, active and self sufficient. This may be particularly so for Councillors operating in single seat wards.

BMSDC believes that it is the role of Councillors to nurture and lead their communities and not to become directly involved in the delivery of services at a local level. In recognition of the increased burden that the localism approach has brought for Councillors, the councils have restructured their Community Development team, with dedicated area based internal Community Development Officers supporting ward Councillors alongside Suffolk County Council's locality resources.

BMSDC are also anticipating that reducing levels of resources within the public sector, significant Planning and Housing reforms, and increasing demand on Councillors representing a larger electorate, may also cause Councillors to be more often drawn directly into community issues. This in turn may prevent Councillors from being able to deal with the lower level concerns raised with them, and could create an additional strain upon the councils' customer services role. It is anticipated however that any such increased demand will be mitigated and managed as a result of BMSDC's ongoing Public Access transformation.

The councils hope that the Further Electoral Review ('FER') will respect the integrity of parishes as units of representation for local people. The councils will continue to monitor the parish pattern within Babergh and Mid Suffolk and will undertake community governance reviews where considered necessary to maintain parishes that reflect the identities and interests of the communities they represent.

The mixed urban / rural nature of the districts is likely to mean that following the FER there will still be (regardless of any reduction in the size of the councils) a number of single seat ward Councillors representing areas that contain a number of parishes. In such circumstances the councils may also review and adapt accordingly the current community development arrangements, as set out above, in order to further support the representational role of Councillors.

## 11. Conclusions

It is proposed that the number of Councillors be reduced from 43 to 31 for Babergh District Council and from 40 to 34 for Mid Suffolk District Council.

Although, as demonstrated above, it is possible to manage the business and responsibilities of each council with a minimum number of 20 to 25 Councillors, BMSDC believe that the size of their respective councils should be increased above 25 in order to properly reflect the representational role, described above, and to provide some additional flexibility and resilience in terms of managing the business of each council.

There is no scientific manner to reflect the representational role and so calculate the overall 'correct' size of each council. BMSDC have therefore taken into account a number of factors in considering the representational role as set out above. These have included changes in the size of the electorate size since 1974, the time spent by Councillors in their representational role, current Councillor to electorate ratios in each district, and the forecast electorate figures as at 2022.

From this it is clear that currently, in local government alone, there are 1,418 councillor seats representing the electorate of Babergh and Mid Suffolk at the parish and town (1,315), district (83)

and county level (20). Any changes to the number of district councillors will not therefore dramatically impact upon the overall level of local government representation.

For the BDC the current average ratio of Councillor to electorate is 1 councillor for every 1667 electors. For MSDC the current average ratio of Councillor to electorate is 1 councillor for every 1997 electors.

The FER for MSDC has been triggered however because the significant variances from that average ratio in the district. The greatest variance is currently in the ward of Stowmarket (North) where the Councillor : Elector ratio is 2497 compared to the district average of 1997. This is a multi seat ward with a current electorate of 7490 represented by three ward councillors. Whilst MSDC agrees that such ratio imbalance should be corrected across the district through the FER, it is also comfortable that such higher ratios have not detrimentally impacted upon the ability of those particular ward Councillors to fulfil roles both in managing the business of the council and representing their wards. The councils therefore believe that average ratios below 1 Councillor to every 2500 electors are realistic.

If the councils were to take no account of the representational role and set the size of each council purely based upon delivery of the business of the council (upto 25 Councillors) then this would result in a current Councillor to electorate ratio of approximately 2800 and 3200 electors respectively.

BMSDC is concerned that having only 25 Councillors would create unrealistic pressure upon the workload of those Councillors. There are a number of factors that might create such demands. As expressed above, there is a need to incorporate some resilience within the size in order to continue to ensure delivery of the business and responsibilities of the councils. In addition the dynamics and demographics of the districts are continuously evolving over time. It would be overly simplistic and incorrect to describe this as a simple urban / rural divide. Councillors have to manage complex workloads arising from the variety of different communities that exist within and between wards. These challenges include for example economic growth, urban and rural deprivation, inward and outward migration of older people and younger people respectively, rural sparsity, and the sustainability of services and communities. As evidenced above the extent of such workloads varies from Councillor to Councillor and at different times. In considering the size of the councils it is therefore important to recognise the diversity of wards, electorate and challenges across the districts; and incorporate sufficient flexibility to enable each Councillor to manage their workload in the most appropriate way for their ward at any point in time.

The changing national framework for local government and the wider public sector has also had implications for the complexity of the role of Councillors. Fundamental changes have and will continue to be made, in particular with regard to planning, council tax, business rates and benefits. Councillors must have a firm understanding of these reforms as they may be more regularly required to support those members of their electorate that are affected. Whilst localism may result in fewer services being directly delivered by councils, Councillors may be called upon to support their more proactive communities that wish to take up the opportunity to exercise their 'community rights'. Finally BMSDC also understands the importance, both in terms of running the business of the authorities and to its electorate, of wherever possible, maintaining a diversity of Councillors. The Council therefore wishes to avoid reducing the size of the councils to such an extent that the workload could only be performed by non-working people.

Having considered all of these factors both councils considered that the most appropriate size for operating each council from May 2017, under the new Leader-Cabinet model, would be 36 Councillors. In reaching this conclusion however the Councillors did not factor in any of the further governance changes that are either likely to, or may, be adopted by 2019 (as outlined above).

BMSDC have also made it a collective priority to seek to achieve the same ratio of electoral equality for both districts. This is because BMSDC are jointly running services across both districts and believe that there are not sufficient differences between the districts to justify any difference in ratios. In addition adopting the same ratio at this stage will future-proof these arrangements, and avoid unnecessary duplication of work for the LGBCE, in the event that BMSDC decide to re-explore whether to merge at any stage post 2019.

In all the circumstances therefore the council have concluded that the size of BDC should be reduced to 31 Councillors and the size of MSDC should be reduced to 34 Councillors. Both councils are confident that such council sizes will ensure that the business of the councils is delivered in the most efficient manner possible whilst also providing the flexibility to address future challenges, and the sustainability to represent the diverse electorate of Babergh and Mid Suffolk both now and through until at least 2022.

## Supporting Documentation

1. [Joint Strategic Plan \(2016-2020\)](#)
2. Current Joint Task & Finish Groups - See appendix 1, 2 and 3
3. Schedule of committee memberships - <http://www.babergh.gov.uk/council-business/council-and-democracy/your-councillors/council-meetings/>, also Appendix 4 and Appendix 5
4. Schedule of appointments to outside bodies - <http://www.babergh.gov.uk/council-business/council-and-democracy/your-councillors/council-meetings/>, also Appendix 4 and Appendix 5
5. Relevant extract from current Constitutions regarding Full Council's role - <http://www.babergh.gov.uk/assets/Uploads-BDC/Organisation/Democratic-Services/Council-and-Democracy/Constitution/2016-11-21-BDC-Constitution-v13.pdf>  
<http://www.midsuffolk.gov.uk/assets/UploadsMSDC/Organisation/Democratic-Services/Constitution/Revised-2016/2016-11-19-MSDC-Constitution-V20.pdf>
6. Relevant extract from current Constitutions - summary of the key roles, functions, rights and duties of all Councillors - <http://www.babergh.gov.uk/assets/Uploads-BDC/Organisation/Democratic-Services/Council-and-Democracy/Constitution/2016-11-21-BDC-Constitution-v13.pdf>  
<http://www.midsuffolk.gov.uk/assets/UploadsMSDC/Organisation/Democratic-Services/Constitution/Revised-2016/2016-11-19-MSDC-Constitution-V20.pdf>
7. Notes of 'Strengthening Governance' Councillor workshops – Appendices 6 to 8
8. Members Allowance Schemes - <http://www.babergh.gov.uk/assets/Uploads-BDC/Organisation/Democratic-Services/Council-and-Democracy/Constitution/Other-Links/2016-08-16-BDC-Members-Allowances-Scheme.pdf>  
<http://www.midsuffolk.gov.uk/assets/UploadsMSDC/Organisation/Democratic-Services/Member-Allowances/Mid-Suffolk-Members-Allowances-2015-16.pdf>
9. Current Councillor to electorate ratios in each district – Appendix 9 and Appendix 10
10. Forecast electorate figures as at 2022 – Appendix 9 and Appendix 10

## Appendices

1. List of Task Groups, Panels and Task and Finish Groups.
2. Portfolio Holders Briefings task and finish Groups
3. Portfolio Holder Briefing Memberships
4. Minutes from the Babergh District Council Meeting April 2016
5. Minutes from the Mid Suffolk District Council Meeting April 2016
6. Task and Finish Group Workshop 1
7. Task and Finish Group Workshop 2
8. Task and Finish Group Workshop 3
9. BDC Electorate Figures Proforma
10. MSDC Electorate Figures Proforma
11. BDC Current Councillor roles and responsibilities
12. MSDC Current Councillor roles and responsibilities



## **Babergh Annual Council Minute – 19 May 2011**

### **Appointments to Task Groups/Panels**

**That Membership of the Council's Task Groups/Panels for 2011/12 together with that of the Joint Panels/Committees be agreed as set out below:-**

- (a)    **Housing Panel**  
      J A Jenkins                      M O Munson  
      D H Keane                     S M Wigglesworth  
      N MacMaster
- (b)    **Human Resources (HR) Panel**  
      J Antill                         D C Rose  
      M F M Bamford               R W Thake  
      D L Kendall
- (c)    **Staff Joint Consultative Committee Reserves**  
      C W Arthey  
      A C Bavington
- (d)    **Procurement Task Group**  
      P K Beer  
      D G Grutchfield  
      D C Rose  
      R C Smith  
      L H Young
- (e)    **Strategic and Financial Planning Task Group**  
      N A Bennett                   J A Jenkins  
      D M Busby                    R E Kemp  
      J R B Cave                    N A Ridley
- (f)    **Village of the Year Awards Panel**  
      K S Grandon                   A J Ward  
      A M Norman                   L H Young
- (g)    **Joint Scrutiny Committee**  
      D M Busby                    B Riley  
      J R B Cave                    D C Rose  
      B D Hurren
- (h)    **Joint HR Panel**  
      J Antill                         D C Rose  
      M F M Bamford
- (i)    **Joint IT Panel**  
  
      D M Busby                    M J Deacon  
      B Riley
- (j)    **Joint Appointments Panel**  
      S Carpendale                   S M Wigglesworth  
      J A Jenkins  
      Reserve: A C Bavington

- (k)     **Joint Member Implementation Board**  
          J Antill                                 (N A Ridley)  
          A C Bavington                       (J M Owen)  
          S Carpendale                       (A K Pollard)  
          J A Jenkins                          (N A Ridley)  
          S M Wigglesworth                  (J A B Long)

**Shared Revenues Partnership**

**RESOLVED**

- (1)     That Mr A C Bavington and Mr A J Hinton be appointed as the Babergh Members to serve on the Shared Revenues Partnership Joint Committee.
- (2)     That Mrs J Antill and Mrs A K Pollard be appointed as the substitute Members on the SRP Joint Committee.
- (3)     That the appointments referred to in (1) and (2) above be made for the current term of office.

## **Mid Suffolk Annual Council Minute – 19 May 2011**

### **Appointments to Task Groups/Panels**

#### **CL23 JOINT COMMITTEE AND PANELS OF MID SUFFOLK DISTRICT COUNCIL AND BABERGH DISTRICT COUNCIL**

##### **RESOLUTION**

***BDC/MSDC Integration Joint Scrutiny Committee*** - that the following Members be appointed

*Conservative and Independent – Councillors R M Melvin, D Burn, Mrs S E Michell (CH);*

*(Substitutes) T A Curran, Ms C E Byles, Mrs D K Guthrie*

*Suffolk Together, Green and Independent – Councillor Mrs R J Eburne; (Substitute) M J Blakenham*

*Liberal Democrat – Councillors M R Redbond; (Substitute) Mrs W Marchant*

***Joint HR Panel*** – that the following Members be appointed

*Conservative and Independent - Councillors Mrs S E Michell, Mrs L M Mayes, M J R Hicks; (Substitutes) Mrs E B Gibson-Harries, Mrs M Curran, D J Osborne*

*Suffolk Together, Green and Independent – Councillor S Stringer; (Substitute) Mrs R J Eburne*

*Liberal Democrat – Mrs P M R Godden; (Substitute) Mrs P A Otton*

***Joint ICT Panel*** – that the following Members be appointed

*Conservative and Independent – Councillors D T Haley, T A Curran, Mrs D Kearsley; (Substitutes) S J Gemmill, J C Whitehead, T H W Passmore*

*Suffolk Together, Green and Independent – Councillor J E Matthissen; (Substitute) G M Brewster*

*Liberal Democrat – Councillor J D Field; (Substitute) M G Norris*

***Joint Members Implementation Board*** – that the following Members be appointed

*Conservative and Independent – Councillors T H W Passmore, D T Haley, R J Barker;*

*(Substitutes) Mrs J C Storey, Mrs L M Mayes, Mrs D Kearsley*

*Suffolk Together, Green and Independent - Councillor A G Stringer; (Substitute) M J Blakenham*

*Liberal Democrat – Councillor P A Otton; (Substitute) J D Field*

### **Shared Revenues Partnership**

##### **RESOLUTION**

***Shared Revenues Partnership Committee*** – that the following Members be appointed

*Conservative and Independent – Councillors Mrs M Curran, D T Haley; (Substitutes) Mrs D K Guthrie, Mrs D Kearsley*

## **CURRENT**

Joint Housing Board

### **Babergh Members Mid Suffolk Members**

Tony Bavington	Nick Gowrley
Jennie Jenkins	Sarah Mansel
Jan Osborne	Lesley Mayes

Joint Member Integration Board

### **Babergh Members Mid Suffolk Members**

Clive Arthey	Nick Gowrley
Simon Barrett	Glen Horn
Sue Carpendale	Penny Otton
Jennie Jenkins	Andrew Stringer
Peter Patrick	John Whitehead

Joint Staff Consultation Committee

### **Babergh Members Mid Suffolk Members**

Tony Bavington	Matthew Hicks
Siân Dawson	Esther Jewson
Nick Ridley	Derek Osborne

Joint Health and Safety Committee

### **Babergh Members Mid Suffolk Members**

John Hinton	Jessica Fleming
Margaret Maybury	Barry Humphreys
Jan Osborne	Esther Jewson
Nick Ridley	Wendy Marchant

Suffolk Joint Standards Board

### **Babergh Members Mid Suffolk Members**

Bryn Hurren	Elizabeth Gibson-Harries
Adrian Osborne	Barry Humphreys
David Rose	John Matthissen

Village of the Year Awards Panel

4 members;

Sue Carpendale	John Nunn
Kathryn Grandon	Ray Smith

## **PORTFOLIO HOLDER BRIEFINGS**

### **TASK AND FINISH GROUPS**



#### **Capital Investment Strategy Task and Finish Group**

Clive Arthey  
David Busby  
Derrick Haley  
John Whitehead  
Jennie Jenkins  
Nick Gowrley

Nick Ridley  
Simon Barrett  
Sue Carpendale  
Mike Norris  
Andrew Stringer

#### **Environment Task and Finish Group**

David Burn  
Jessica Fleming

Wendy Marchant  
John Matthissen

#### **Implementation of Modern.gov Task and Finish Group**

Glen Horn  
Suzie Morley

Lee Parker  
Peter Patrick

#### **Leisure Task and Finish Panel**

Clive Arthey  
Sue Carpendale  
Julie Flatman  
Jennie Jenkins  
Diana Kearsley  
Margaret Maybury

Suzie Morley  
Jan Osborne  
Penny Otton  
Peter Patrick  
Keith Welham  
Jill Wilshaw

#### **Local Plan Task and Finish Group**

Clive Arthey  
Simon Barrett  
Gerard Brewster  
Sue Carpendale  
Alan Ferguson  
Nick Gowrley

David Holland  
Jennie Jenkins  
John Levis  
Penny Otton  
Andrew Stringer  
David Whybrow

#### **Public Access Leaders' Board**

Simon Barrett  
Nick Gowrley

Glen Horn  
Jennie Jenkins

#### **Public Access/Accommodation Member Sub-Group**

Glen Horn  
Suzie Morley

Lee Parker  
Peter Patrick

**Recruitment of Joint Chief Executive Task and Finish Group**  
**Recruitment of Assistant Director Law and Governance Task and Finish Group**

Clive Arthey  
Sue Carpendale  
Nick Gowrley

Jennie Jenkins  
Penny Otton  
Andrew Stringer

**Strengthening Governance Task and Finish Group**

Clive Arthey  
Simon Barrett  
Sue Carpendale  
Nick Gowrley  
Derrick Haley

Jennie Jenkins  
John Levantis  
Margaret Maybury  
Penny Otton  
Andrew Stringer

*13 January 2017*



## PORTFOLIO HOLDER BRIEFINGS - MEMBERSHIP

Portfolio	BDC PFH	BDC MSR	MSDC PFH	MSDC MSR	LEAD DIRECTOR	LEAD AD (Working with)
<b>Assets and Investment</b>	Jennie Jenkins	Nick Ridley	Nick Gowerley	John Whitehead	Lindsay Barker	Lou Rawsthorne (Katherine Steel & Martin King)
<b>Business Growth and Increased Productivity</b>	Simon Barrett	David Holland	Gerard Brewster	David Whybrow	Kevin Jones	Lou Rawsthorne (Tom Barker)
<b>Community Capacity and Building Engagement (Includes Public Realm, Comms Leisure)</b>	Margaret Maybury	Tina Campbell	Julie Flatman	Diana Kearsley	Mike Evans	Jonathan Free (Chris Fry)
<b>Enabled and Efficient Organisation (Includes Public Access and Accom.)</b>	Peter Patrick	Sue Ayres Nick Ridley	Glen Horn John Whitehead	Suzie Morley	Mike Evans	Katherine Steel (Debs Smart & Suki Binjal)
<b>Housing Delivery</b>	Simon Barrett and Jan Osborne	Jennie Jenkins	John Levantis	Jill Wilshaw David Whybrow	Kevin Jones	Tom Barker (Lou Rawsthorne & Martin King)
<b>Environment</b>	John Ward	Michael Holt	David Burn	Roy Barker	Kevin Jones	Chris Fry

MINUTES OF THE ANNUAL MEETING OF THE BABERGH DISTRICT COUNCIL HELD  
IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE, HADLEIGH ON  
TUESDAY, 26 APRIL 2016 AT 9:30 AM

PRESENT: Nick Ridley – In the Chair

Clive Arthey	Jennie Jenkins
Sue Ayres	Richard Kemp
Tony Bavington	Frank Lawrenson
Peter Beer	James Long
Peter Burgoyne	Margaret Maybury
Sue Burgoyne	Alastair McCraw
Tom Burrows	Mark Newman
Dave Busby	John Nunn
Tina Campbell	Adrian Osborne
Michael Creffield	Jan Osborne
Derek Davis	Lee Parker
Siân Dawson	Peter Patrick
Alan Ferguson	Stephen Plumb
Barry Gasper	David Rose
Kathryn Grandon	William Shropshire
John Hinton	Harriet Steer
David Holland	Fenella Swan
Michael Holt	John Ward
Bryn Hurren	Stephen Williams

The following Members were unable to be present:

Melanie Barrett, Simon Barrett, Sue Carpendale and Ray Smith.

1 ELECTION OF CHAIRMAN

It was proposed and seconded that Peter Burgoyne be elected Chairman of the Council for the ensuing year.

**RESOLVED**

**That Peter Burgoyne be elected Chairman of the Council for the ensuing year.**

Peter Burgoyne thereupon made his Declaration of Acceptance of Office and presided over the meeting.

2 ELECTION OF VICE-CHAIRMAN

Peter Beer and Derek Davis were proposed and seconded for Vice-Chairman of the Council for the ensuing year. Voting on this appointment was by ballot, six Members having requested this in accordance with Council Procedure Rule No 23.5. The result of the subsequent ballot (22 for Peter Beer and 16 for Derek Davis with 1 abstention) was announced by the Chairman.



**RESOLVED**

**That Peter Beer be elected Vice-Chairman of the Council for the ensuing year.**

Peter Beer thereupon made his Declaration of Acceptance of Office.

3 DECLARATION OF INTERESTS

None declared.

4 MINUTES

**RESOLVED**

**That the minutes of the meeting held on [23 February 2016](#) be confirmed and signed as a correct record.**

5 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to [Paper S1](#) outlining recent events attended by the outgoing Chairman, Nick Ridley, and Vice-Chairman, Peter Burgoyne.

Chairman's Charities

The Chairman informed the meeting that his chosen charities for this year were Age UK (Suffolk) and Sudbury Gateway Club.

6 PUBLIC PARTICIPATION SESSION

There were no questions or statements from the public.

7 QUESTIONS FROM THE PUBLIC

None received.

8 QUESTIONS FROM MEMBERS

In accordance with Council Procedure Rule No. 16, John Hinton asked the following question:

*"Is Babergh a "third option" council operating on a modified committee structure in accordance with the size exemptions in the Local Government legislation?"*

The Monitoring Officer confirmed that Babergh District Council had chosen the governance arrangements commonly referred to as the "fourth option", as set out by the Local Government Act 2000.

As provided for by the Council Procedure Rules, John Hinton then asked a supplementary question in relation to the need for and the roles of the Portfolio Holders and Members with Special Responsibilities. The Monitoring Officer replied that the current legislation did not prevent the Council from making such appointments.

9 PETITIONS

None received.

10 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES AND JOINT COMMITTEES

The Interim Head of Democratic Services introduced [Paper S2](#) relating to the Council's duty to review the allocation of seats to Political Groups. Members were asked to approve the Committees' size and numerical allocation of seats as detailed in Appendix 1 and to approve the composition of Committees as detailed in Appendix 2 to the report, in accordance with Recommendations 2.2 and 2.3.

**RESOLVED**

- (1) That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to Paper S2, as follows:

COMMITTEES	NO. OF SEATS	INDEPENDENT & LABOUR (9 MEMBERS)		CONSERVATIVE (31 MEMBERS)		LIB/DEM (3 MEMBERS)	
STRATEGY	10	2.09	2	7.2	7	0.7	1
JOINT SCRUTINY	8	1.67	1	5.77	6	0.56	1
JOINT AUDIT AND STANDARDS	8	1.67	2	5.77	6	0.56	0
PLANNING	14	2.93	3	10.09	10	0.98	1
REGULATORY	10	2.09	2	7.21	7	0.7	1
JOINT APPOINTMENTS	3	0.63	1	2.16	2	0.21	0
TOTAL TARGET	53	11.09	11	38.21	38	3.7	4

- (2) That Committee seats be allocated as set out in Appendix 2 to Paper S2, as follows:

**STRATEGY COMMITTEE (10)**

Clive Arthey  
Simon Barrett  
Sue Carpendale  
Alan Ferguson  
David Holland

Jennie Jenkins  
Richard Kemp  
Frank Lawrenson  
Jan Osborne  
Peter Patrick

**JOINT SCRUTINY COMMITTEE (8)**

Peter Burgoyne  
Barry Gasper  
Kathryn Grandon  
Bryn Hurren

Margaret Maybury  
Mark Newman  
John Nunn  
Stephen Williams

**JOINT AUDIT AND STANDARDS COMMITTEE (8)**

**Tony Bavington  
Michael Creffield  
John Hinton  
David Rose**

**William Shropshire  
Fenella Swan  
John Ward  
(1 vacancy)**

**PLANNING COMMITTEE (14)**

**Sue Ayres  
Melanie Barrett  
Peter Beer  
Sue Burgoyne  
David Busby  
Tina Campbell  
Derek Davis**

**Michael Holt  
Adrian Osborne  
Lee Parker  
Stephen Plumb  
Nick Ridley  
David Rose  
Ray Smith**

**REGULATORY COMMITTEE (10)**

**Tom Burrows  
Tina Campbell  
Sue Carpendale  
Siân Dawson  
Kathryn Grandon**

**Richard Kemp  
Margaret Maybury  
Alastair McCraw  
Nick Ridley  
Ray Smith**

**JOINT APPOINTMENTS COMMITTEE (3)**

**Simon Barrett  
Jennie Jenkins**

**James Long**

**11 APPOINTMENTS**

- (i) Appointment of the Leader and Deputy Leader of the Council and Chairmen and Vice-Chairmen of Committees

Mark Newman and Bryn Hurren were proposed and seconded for Chairman of the Joint Scrutiny Committee. Voting on this appointment was by ballot, six Members having requested this in accordance with Council Procedure Rule No 23.5. The result of the subsequent ballot was announced by the Chairman (23 for Mark Newman and 16 for Bryn Hurren). Mark Newman was declared to have been elected.

**RESOLVED**

- (1) That Jennie Jenkins be elected Leader of the Council for the ensuing year. Further that in accordance with Article 4.2(5) of the Council's Constitution, she be confirmed as the Chairman of the Strategy Committee.
- (2) That Simon Barrett be elected Deputy Leader of the Council.

- (3) That Peter Beer and Lee Parker be elected Chairman and Vice-Chairman respectively of the Planning Committee for the ensuing year.
- (4) That Nick Ridley and Ray Smith be elected Chairman and Vice-Chairman respectively of the Regulatory Committee for the ensuing year.
- (5) That Simon Barrett be elected Vice-Chairman of the Strategy Committee.
- (6) That William Shropshire and John Ward be elected Chairman and Vice-Chairman respectively of the Joint Audit and Standards Committee for the ensuing year.
- (7) That Mark Newman and Kathryn Grandon be elected Chairman and Vice-Chairman respectively of the Joint Scrutiny Committee for the ensuing year.
- (8) That Jennie Jenkins and Simon Barrett be elected Chairman and Vice-Chairman respectively of the Joint Appointments Committee for the ensuing year.

(ii) Appointment of Portfolio Holders

**RESOLVED**

That Portfolio Holders be elected as follows:

Housing Delivery	Alan Ferguson
Business Growth and Increased Productivity	Simon Barrett
Community Capacity Building and Engagement	Jan Osborne
An Enabled and Efficient Organisation	Peter Patrick
Assets and Investments	Jennie Jenkins
Environment	Frank Lawrenson

(iii) Appointment of Members with Special Responsibilities

Some Members questioned the reasons for electing Members with Special Responsibilities (MSR), their role and functions and how the nominations had been made. The Leader, Chief Executive and Monitoring Officer answered Members' questions on this matter, including in relation to the reasons behind the decision, proposed functions of the MSRs and financial allowances.

**RESOLVED**

That Members with Special Responsibilities be elected as follows:

Housing Delivery	Jennie Jenkins
Business Growth and Increased Productivity	David Holland
Community Capacity Building and Engagement	Margaret Maybury

**An Enabled and Efficient Organisation  
Assets and Investments  
Environment**

**Lee Parker  
Nick Ridley  
John Ward**

- (iv) Appointments to Programme Steering Boards (PSBs)

**RESOLVED**

**That appointments to Programme Steering Boards be made as follows:**

<b>Communities PSB</b>	<b>Sue Ayres Sue Burgoyne Jan Osborne Will Shropshire</b>
<b>Housing PSB</b>	<b>Barry Gasper David Holland Jennie Jenkins Margaret Maybury</b>
<b>Economy PSB</b>	<b>Simon Barrett Peter Burgoyne Siân Dawson Alan Ferguson</b>
<b>Enabling PSB</b>	<b>Simon Barrett Jennie Jenkins Peter Patrick John Ward</b>
<b>Environment PSB</b>	<b>Kathryn Grandon Frank Lawrenson Adrian Osborne Fenella Swan</b>

- (v) Appointment of Members to Joint Groups

The Interim Head of Democratic Services introduced [Paper S3](#) relating to appointments on various joint groups and asked Members to approve the appointments as detailed in Appendix 1 to the report, in accordance with Recommendations 2.1 and 2.2.

**RESOLVED**

- (1) **That the political representative calculations for the bodies referred to in Paragraph 9.2 of Paper S3 be approved as follows:**

BDC APRIL 2016 CALCULATIONS				
TOTAL SEATS	PARTY	%	15 SEATS TO BE ALLOCATED	ROUND UP/DOWN
31	CONS	72.09	10.81	11
9	IND/LAB	20.93	3.14	3
3	LIB DEM	6.98	1.05	1
<b>43</b>		<b>100.00</b>	<b>15.00</b>	<b>15</b>

(2) That the membership of the groups be approved as follows:

**Joint Member Integration Board (5)**

Clive Arthey  
Simon Barrett  
Sue Carpendale  
Jennie Jenkins  
Peter Patrick

**Joint Housing Board\* (3)**

Tony Bavington  
Jennie Jenkins  
Jan Osborne

**Joint Staff Consultation Committee (3)**

Siân Dawson  
Alastair McCraw  
Nick Ridley

**Joint Health and Safety Committee (4)**

Michael Holt  
Margaret Maybury  
Jan Osborne  
Nick Ridley

**Shared Revenues Partnership Committee \*\* (2)**

Simon Barrett  
Alan Ferguson

Substitutes: Peter Burgoyne  
Alan Ferguson

\* Appointed for term of office

\*\* Also includes Ipswich Borough Council

(vi) Appointments to Outside Bodies 2016/17

The Interim Head of Democratic Services introduced [Paper S4](#) and asked Members to approve the appointments as detailed in Appendix 1 to the report.

**RESOLVED**

**(1) That Councillors be appointed to the Outside Bodies as detailed in Appendix A to Paper S4.**

**(2) That an annual review of appointments takes place.**

(vii) Appointments to the Suffolk Joint Standards Board

The Interim Head of Democratic Services reported that, in accordance with the joint arrangements established with Mid Suffolk District and Suffolk County Councils, the Council was asked to appoint three Members to serve on the Board for the current municipal year. Members were aware that the political balance rules do not apply to Babergh's appointees, who cannot be any of the following:-

- the Chairman of the Council
- Members of the Strategy Committee

Group Leaders had been asked to put forward names to be considered for these positions. Appointments would be made for the ensuing year, unless one of the circumstances in the Board's Terms of Reference (relating to resignations, removal/replacement of members, changes to the constitutional arrangements) takes effect.

**RESOLVED**

**That the following Members be appointed to serve on the Suffolk Joint Standards Board for the ensuing year:-**

**Bryn Hurren  
Adrian Osborne  
David Rose**

(viii) Appointments to the Joint Gypsy and Traveller Steering Group

**RESOLVED**

**That the following Members be appointed to serve on the Joint Gypsy and Traveller Steering Group for the ensuing year:-**

**Sue Ayres  
Tony Bavington  
Peter Burgoyne  
Lee Parker**

12 REPORTS(i) Joint Strategic Plan Refresh 2016-2020

The Leader introduced [Paper R111](#) and the revised Plan included in Appendix A, which had been updated following comments received from Councillors on the draft document previously considered by Executive and Strategy Committees. The Leader and Officers replied to Members' questions, including in relation to consultation with local communities, the potential impact of the devolution work on the Plan, performance and delivery monitoring and the work stream in relation to unlocking business for growth and the housing delivery programme.

**RESOLVED**

**That the Babergh District Council and Mid Suffolk District Council full Joint Strategic Plan Refresh 2016-2020 Appendix A (Revised) to Paper R111 be approved.**

(ii) Annual Report of the Joint Scrutiny Committee and the Babergh Scrutiny Committee 2015/16

Peter Burgoyne, outgoing Chairman of the Joint Scrutiny Committee, introduced the Committee's Annual Report as set out in [Paper S5](#). Members were reminded that they could put forward suggestions for items to be included in the Joint Scrutiny work plan at any time.

**RESOLVED**

**That the Annual Report of the Joint Scrutiny Committee and Babergh Scrutiny Committee for 2015/16 (Paper S5) be noted.**

(iii) Focused Management Review

The Chief Executive presented [Paper S6](#) in order to set out the arrangements for staffing of both Councils and as provided for in s.4 of the Local Government and Housing Act 1989. She then answered questions put to her by Members, including in relation to the use of interim staff and consultants, proposed appointment and functions of Deputy Chief Executive and the change of officer job titles and roles.

**RESOLVED**

**That the content of Paper S6 be noted.**

(iv) Constitutional Update

The Interim Head of Law and Governance presented [Paper S7](#) and answered Members' questions, including in relation to election and roles of Lead Members, Standing Orders, delegated powers and rules of procedure.



**RESOLVED**

**That the Constitution be updated as set out in paragraphs 4.3 and 4.4 of Paper S7 and that the Monitoring Officer be authorised to carry out the changes, such delegation to be exercised after consultation with the Lead Members.**

(v) Neighbourhood Planning

David Holland, MSR for Business Growth and Increased productivity, introduced [Paper S8](#), which set out an operating framework for the administration, consideration and determination of neighbourhood development plans, neighbourhood development orders and community right to build orders which may be advanced by Town and Parish Councils under the provisions of the Localism Act 2011. Officers answered questions raised by Members, including in relation to delegation by the Council to Executive and Strategy Committees to consider an Examiner's Report and the responsibility to make a decision on proceeding to referendum, the number of neighbourhood plans progressing at that time, statutory requirements to respond to proposed neighbourhood plans and the referendum process.

During the course of the debate a motion to remove recommendation 2.2 in Paper S8 was proposed and seconded. A demand for a recorded vote was then received and duly seconded, in accordance with Council Procedure Rule No 23.6.

The result of the recorded vote was as follows:-

<u>For the Motion</u>	<u>Against the Motion</u>	<u>Abstentions</u>
Clive Arthey	Sue Ayres	None
Tony Bavington	Peter Beer	
Michael Creffield	Peter Burgoyne	
Derek Davis	Sue Burgoyne	
Barry Gasper	Tom Burrows	
John Hinton	Dave Busby	
Bryn Hurren	Tina Campbell	
Richard Kemp	Siân Dawson	
James Long	Alan Ferguson	
Alastair McCraw	Kathryn Grandon	
John Nunn	David Holland	
Stephen Plumb	Michael Holt	
David Rose	Jennie Jenkins	
Stephen Williams	Frank Lawrenson	
	Margaret Maybury	
	Mark Newman	
	Adrian Osborne	
	Jan Osborne	
	Lee Parker	
	Peter Patrick	
	Nick Ridley	
	Harriet Steer	

For the Motion

Against the Motion

Abstentions

Fenella Swan  
John Ward

The result of the vote (14 for the motion and 24 against), was announced by the Senior Governance Support Officer.

The original recommendations 2.1 and 2.2 were then moved, and carried on being put to the vote.

**RESOLVED**

- (1) That matters relating to the consideration of an Examiner's Report, including the responsibility to make a decision on whether a neighbourhood development plan or order should proceed to referendum be delegated to the respective Executive/Strategy Committee.**
- (2) That the processes and procedures involved in the making of a neighbourhood development plan or order be noted and the delegation of authority to officers as set out in Appendix 2 to Paper S8 be agreed.**

The business of the meeting was concluded at 1.20 p.m.

.....  
Chairman

## MID SUFFOLK DISTRICT COUNCIL

Minutes of the Council meeting of the **MID SUFFOLK DISTRICT COUNCIL** held at the Council Offices, Needham Market on 28 April 2016 at 5:30pm.

### PRESENT:

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

### In attendance:

Chief Executive  
Strategic Director (LB/ME)  
Interim Head of Democratic Services  
Interim Head of Law and Governance and Monitoring Officer  
Corporate Manager (Community Planning and Heritage)  
Governance Support Officer (VL/KD)

**Note:** The Interim Head of Law and Governance and Monitoring Officer explained the Council rules and procedures for the Council, members of the public and the press to record/film/photograph or broadcast the meeting when the public and press are not lawfully excluded.

### CL01 ELECTION OF CHAIRMAN OF COUNCIL

By a unanimous vote

#### **RESOLUTION**

*That Councillor Elizabeth Gibson-Harries be appointed Chairman of the Council for 2016/17*

Note: Councillor Gibson-Harries duly signed the declaration of acceptance of office of Chairman and took the chair

Councillor Gibson-Harries thanked Members for electing her as Chairman and she also thanked the previous Chairman Derek Osborne for his work. She considered it an honour to be elected Chairman and looked forward to representing the Council at civic functions during the coming year. Her chosen charities were the East Anglian Air Ambulance and Home Start.

## **CL02 ELECTION OF VICE CHAIRMAN OF COUNCIL**

By a unanimous vote

### ***RESOLUTION***

*That Councillor Derrick Haley be appointed Vice Chairman of the Council for 2016/17*

**Note:** Councillor Haley duly signed the declaration of acceptance of office of Vice Chairman.

## **CL03 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Kathie Guthrie, Barry Humphreys MBE, Esther Jewson, Diana Kearsley and Lesley Mayes.

## **CL04 DECLARATIONS OF INTEREST**

Councillor Mike Norris declared a non-pecuniary interest in agenda item 18, report C/25/16, by way of being a member of the Needham Market Town Council which was working on preparation of a Neighbourhood Plan.

Councillors Sarah Mansel and John Levis declared a non-pecuniary interest in agenda item 18, report C/25/16, as they were both on the Elmswell Neighbourhood Plan Group.

Councillor Jane Storey declared a non-pecuniary interest in agenda item 18, report C/25/16, as she was a member of both the Woolpit and Elmswell Neighbourhood Plan Groups.

## **CL05 MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2016**

### **Report C/16/16**

The minutes of the meeting held 25 February 2016 were confirmed as a correct record, subject to the following amendment to:

- Minute CL105 – page 10 – penultimate paragraph, second sentence: “this could result in waste being put in the black bins which would *increase* the gate charge at the MRF”

By a majority vote

### ***RESOLUTION***

*That the minutes of the meeting held on 25 February 2016 be confirmed as a correct record*

## **CL06 CHAIRMAN'S ANNOUNCEMENTS**

### **Report C/17/16**

The report was received.

## **CL07 LEADER'S ANNOUNCEMENTS**

Councillor Derrick Haley addressed Members and said that it had been a great privilege to be leader of Mid Suffolk District Council. When he became Portfolio Holder for Finance and Resources, the Council faced significant financial challenges and he was pleased to be handing over to the new Portfolio Holder with the Council in a much healthier and stable position.

He thanked staff for their hard work and support during his time as Portfolio Holder, then as Deputy Leader and finally as Leader. They had put Mid Suffolk at the forefront of change, and he felt they should be proud of the way they had accepted changes whilst still delivering services. He also gave special thanks to the Chief Executive for her help during the journey.

The Chief Executive spoke in response and gave thanks to Councillor Haley for his efforts during his time as Leader. She said she had gathered a few words from staff regarding Councillor Haley; these included that he had a real passion for making a difference, he had incredible commitment and energy, and that he was a techno whizz who put some of us to shame. He was great to work with, always striving to achieve the best outcome, and was always able to find the real issue to be addressed. She gave her personal thanks to Councillor Haley and presented him with a gift.

## **CL08 PUBLIC PARTICIPATION SESSION**

There were no requests from the public to speak at the meeting.

## **CL09 QUESTIONS FROM THE PUBLIC**

In accordance with Council Procedure Rule No 15, and with prior due notice given, the following question was received from Mr Antony Spilman:

"Given that Mid Suffolk District Council accept that the vulnerable position resulting from the combination of the lack of, a 5-year land supply, which is seen as surprising given our rural demographic and the apparently good platform that the CSFR and Stowmarket Local Plan provided and MSDC has not supplied important information to local councils for an extended period, thereby blocking their production of Neighbourhood plans, which is widely viewed as un-democratic, and inappropriate by communities who may be badly impacted and certainly not in the spirit of the Statement of Community Involvement March 2014, Localism Act or the NPPF, what are MSDCs plans to mitigate this situation, especially relative to absolute housing numbers, spatial allocations and policy also changes which may be relevant to them?"

Councillor John Whitehead responded to Mr Spilman's question and commented that as there were a number of assertions made and issues raised, a meeting with Mr Spilman and Mid Suffolk officers outside of this Council meeting would be

beneficial. Mr Spilman replied that he was happy with this suggestion and he had no further questions.

#### **CL10 QUESTIONS FROM MEMBERS**

There were no questions from Members.

#### **CL11 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH THE COUNCIL'S PETITION PROCEDURE**

None received.

#### **CL12 POLITICAL BALANCE AND COMPOSITION OF COMMITTEES AND JOINT COMMITTEES**

##### **Report C/18/16**

##### **Interim Head of Democratic Services**

Under the provisions of the Local Government and Housing Act 1989, a Local Authority was 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.

Councillor Nick Gowrley advised Members that there was an amendment to Appendix 2 of the report, and Councillor John Levantis would move from Development Control Committee A to Development Control Committee B.

By a unanimous vote

##### ***RESOLUTION 1***

*That the Committees' size and numerical allocation of seats be approved as detailed in Appendix 1 to the report*

##### ***RESOLUTION 2***

*That Committee seats be allocated as set out in Appendix 2 to the report, with the amendment that Councillor John Levantis to sit on Development Control B Committee and not Development Control A Committee.*

#### **CL13 APPOINTMENT OF LEADER OF THE COUNCIL/CHAIRMAN OF THE EXECUTIVE COMMITTEE**

By a majority vote

##### ***RESOLUTION***

*That Councillor Nick Gowrley be appointed Leader of the Council and Chairman of the Executive Committee for 2016/17*

Councillor Gowrley started by paying tribute to his predecessor Councillor Haley and gave thanks to him for all his effort and hard work, which had led to the sound financial position of the Council and left it ready to face the challenges ahead. He said he was very grateful for all the support he had received from Councillor Haley since his being elected to Council and becoming a Portfolio Holder. He also gave

his thanks to all Councillors who had elected him and said it was a privilege to be elected Leader, he stated that he was humbled by all the messages of support he had received.

#### **CL14 ELECTION OF DEPUTY LEADER OF THE COUNCIL**

By a majority vote

##### **RESOLUTION**

*That Councillor Glen Horn be appointed Deputy Leader of the Council for 2016/17*

#### **CL15 ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF COMMITTEES**

By a majority vote

##### **RESOLUTION**

*That the following Councillors be appointed as Chairmen and Vice Chairmen to the Committees as shown below:*

Development Control Committee A	Chairman:	Matthew Hicks
	Vice Chairman:	Lesley Mayes
Development Control Committee B	Chairman:	Kathie Guthrie
	Vice Chairman:	Roy Barker
Planning Referrals Committee	Chairman:	Kathie Guthrie
		Matthew Hicks
Regulatory Committee	Chairman:	Kathie Guthrie
	Vice Chairman:	Kevin Welsby

**Note:** The following conventions were adopted:

- (i) That the Chairman and Vice Chairman of Planning Committee be selected from the Chairman of Development Control Committees A and B
- (ii) That the Chairman and Vice Chairman of the above mentioned Joint Committees be appointed as Chairman and Vice Chairman of the respective sub Committees; namely Mid Suffolk Audit Committee Mid Suffolk Scrutiny Committee

#### **CL16 ELECTION OF VICE CHAIRMAN OF EXECUTIVE COMMITTEE**

By a majority vote

##### **RESOLUTION**

*That Councillor Glen Horn be appointed Vice Chairman of Executive Committee*

## **CL17 ELECTION OF CHAIRMEN AND VICE CHAIRMEN OF JOINT COMMITTEES**

By a majority vote

### ***RESOLUTION***

*That the following Councillors be appointed as Chairmen and Vice Chairmen to the Joint Committees as shown below:*

Joint Audit & Standards Committee	Chairman:	Suzie Morley
	Vice Chairman:	Dave Muller
Joint Scrutiny Committee	Chairman:	Rachel Eburne
	Vice Chairman:	Dereck Osborne
Joint Appointments Committee:	Chairman:	Nick Gowrley
	Vice Chairman:	Glen Horn

## **CL18 ELECTION OF CHAIRMAN OF REGULATORY SUBCOMMITTEE/LICENSING ACT 2003 COMMITTEE**

By a majority vote

### ***RESOLUTION***

*That Councillors Kathie Guthrie and Kevin Welsby be appointed Chairman of Regulatory Subcommittee/Licensing Act 2003 Subcommittee*

## **CL19 APPOINTMENT OF PORTFOLIO HOLDERS**

Councillor Nick Gowrley advised that the Portfolio Holder posts had been created to align with the strategic priorities within the Joint Strategic Plan.

Business Growth and Increased Productivity	Gerard Brewster
Environment	David Burn
Community Capacity Building and Engagement	Julie Flatman
Assets and Investment	Nick Gowrley
Enabled and Efficient Organisation	Glen Horn
Housing Delivery	John Levantis
Finance	John Whitehead

By a majority vote

### ***RESOLUTION***

*That the appointment of Portfolio Holders as set out above be endorsed*

## **CL20 APPOINTMENT OF MEMBERS WITH SPECIAL RESPONSIBILITIES (MSRs)**

Councillor Gowrley stated that since he had been a Portfolio Holder it had become apparent that there was a huge level of work ongoing with Devolution, the Joint Strategic Plan and action plans resulting from that work, along with various reviews that were being developed. This had prompted him to create the role of Members with Special Responsibilities (MSR). Each MSR would work within the Portfolio Holder regime, so that everybody was working together.



Waste  
Community Activities  
Public Access  
Planning  
Landlord Function

Roy Barker  
Diana Kearsley  
Suzie Morley  
David Whybrow  
Jill Wilshaw

By a majority vote

**RESOLUTION**

*That the appointment of Members with Special Responsibilities as set out above be endorsed.*

**CL21 APPOINTMENT OF MEMBERS TO PROGRAMME STEERING BOARDS**

Communities – Julie Flatman, Diana Kearsley, Lesley Mayes, Penny Otton

Housing – Nick Gowrley, Kathie Guthrie, Derek Osborne, Rachel Eburne

Economy – Gerard Brewster, Paul Ekpenyong, Derrick Haley, Keith Welham

Enabling – Derrick Haley, Glen Horn, Suzie Morley, Andrew Stringer

Environment – Roy Barker, David Burn, Jessica Fleming, Wendy Marchant

By a unanimous vote

**RESOLUTION**

*That the appointment of Members to Programme Steering Boards as set out above be endorsed.*

**CL22 APPOINTMENT OF MEMBERS TO JOINT GROUPS OUTSIDE LOCAL GOVERNMENT ACT 1972**

**Report C/19/16**

**Interim Head of Democratic Services**

Council was asked to appoint Members to serve on the Council's Joint Bodies, which were not subject to Local Government Act 1972 rules.

Members were advised of one change to the proposed membership detailed in Appendix 2 to the report as follows:

Joint Staff Consultation Committee – David Whybrow to be replaced by Esther Jewson

By a majority vote

**RESOLUTION 1**

*That the political representative calculations for the bodies referred to in paragraph 10.2 as contained in Appendix 1 be approved*

## **RESOLUTION 2**

*That the membership of the Joint Groups as detailed in Appendix 2 be approved with the change to the Joint Staff Consultation Committee outlined above*

### **CL23 APPOINTMENT TO OUTSIDE BODIES FOR 2016/17**

**Report C/20/16**

**Interim Head of Democratic Services**

Council was asked to appoint Members to serve on statutory and non-statutory Outside Bodies for 2016/2017 as outlined in Appendix A of the report, and to agree that an annual review of appointments takes place, as set in paragraph 10.12.

By a majority vote

## **RESOLUTION 1**

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

## **RESOLUTION 2**

*That an annual review of appointments takes place*

### **CL24 APPOINTMENTS TO THE SUFFOLK JOINT STANDARDS BOARD**

The Interim Head of Democratic Services reported that, in accordance with joint arrangements established with Babergh District and Suffolk County Councils, Members were asked to appoint three Members to serve on the Board for the current municipal year.

It was agreed that political balance rules would not apply to Mid Suffolk appointees. The Chairman of the Council and members of the Executive Committee could not be appointed on the Board.

Appointments would be made for the ensuing year, unless one of the circumstances in Section 5 of the Boards Terms of Reference relating to resignations, removal/replacement of members, changes to the constitutional arrangements took effect.

By a majority vote

## **RESOLUTION**

*That Barry Humphreys, Suzie Morley and John Matthissen be appointed as Members of the Suffolk Joint Standards Board for the ensuing year*

### **CL25 APPOINTMENTS TO THE JOINT GYPSY AND TRAVELLER STEERING GROUP**

Council was asked to appoint three Members to serve on the Joint Gypsy and Traveller Steering Group.

By a majority vote

## **RESOLUTION**

*That Lavinia Hadingham, Kevin Welsby and Andrew Stringer be appointed as Members of the Joint Gypsy and Traveller Steering Group*

### **CL26 JOINT STRATEGIC PLAN REFRESH**

**Report C/21/16**

**Strategic Director (LB)**

Approval was sought to the adoption by Full Council of the Babergh and Mid Suffolk Councils full Joint strategic Plan Refresh 2016-2020. The purpose of the full Plan and the direction set by the Plan had been considered and supported by the Portfolio Holders of both Councils.

An overview of the Plan, a 'Plan on a Page' was approved by both Councils in February. The Plan being presented at this meeting was the information that informed the 'Plan on a Page' document. It encapsulated all of the key strategic outcomes and the outputs needed to deliver these outcomes, identified by Portfolio Holders in a series of strategic planning workshops held between September and November 2015. The full Plan also included examples of the activities to be undertaken to ensure the outputs and outcomes were delivered.

Members debated the report and raised concerns over:

- Changes to education regarding schools becoming academies, as the relationship with the main education provider would be changing.
- Housing plans and retaining council houses, as it was still unclear what the guidance from the Government would be on this.
- Business rates and Government changes to these.
- In particular they discussed the need for improvements to broadband and mobile phone coverage, in some areas of the District, as it was felt that this would have a positive impact on growth of the local economy.

Members were assured that the Strategic Plan in its entirety would be constantly reviewed, the action plans associated with the Plan and Members continuous analysis of these, would ensure that Government changes were included and incorporated. Councillor Gowrley also confirmed that once council houses were built they were subject to Right to Buy, however there were some exclusion clauses and safeguards, a formal response on this question would be given after the meeting. He clarified with Members that the issue of broadband and mobile coverage was a recognised priority of Devolution.

By a majority vote

## **RESOLUTION 1**

*That the Babergh District Council and Mid Suffolk District Council full Joint Strategic Plan Refresh 2016-2020 (Appendix A to the report) be approved*

## **RESOLUTION 2**

*That the Strategic Director, in conjunction with the Leaders of both Councils, be authorised to make any minor changes to the document as may be necessary*

### **CL27 ANNUAL REPORT OF THE JOINT SCRUTINY COMMITTEE 2015/16**

**Report C/22/16 Councillor Peter Burgoyne – Joint Scrutiny Chair (Babergh)  
Councillor Rachel Eburne – Joint Scrutiny Chair (Mid Suffolk)  
Project and Research Officer (CR)  
Interim Projects – Electoral and Governance**

In accordance with the Constitution, the Joint Scrutiny Committee was required to report annually to Council. The report outlined the work undertaken in 2015/16 and the work plan for 2016/17.

By a unanimous vote

## **RESOLUTION**

*That the Joint Scrutiny Committee's Annual Report be noted*

### **CL28 FOCUSED MANAGEMENT REVIEW**

**Report C/23/16**

**Chief Executive**

Council was asked to consider a report by the Head of Paid Service pursuant to s.4 of the Local Government and Housing Act 1989 setting out the arrangements for staffing of Babergh and mid Suffolk District Councils. She also paid tribute to staff for still continuing to deliver changes throughout the review.

During the course of the discussion Members requested that consideration be given to the simplification of job titles, as it could be difficult to decode them in order to decide who it was appropriate to approach. The Chief Executive suggested that this could be taken to a Member Briefing where Members and Officers could collaborate on titles to make job roles clearer.

Before opening the floor to questions from Members, Councillor Elizabeth Gibson-Harries gave thanks to the Chief Executive for the work both herself and her team have carried out, through stressful times, which had left Mid Suffolk District Council in good shape to move forward.

By a unanimous vote

## **RESOLUTION**

*That the contents of the report be noted*

### **CL29 CONSTITUTIONAL UPDATE**

**Report C/24/16 Interim Head of Law and Governance and Monitoring Officer**

The report provided Council with an update on progress being made with regard to updating the Council's Constitution, which also formed part of the ongoing Strengthening Governance review.

Members raised concerns over the suggested removal of some parts of the current Constitution, as it was felt that these may not hold the same weight and may be lessened or undermined if they were removed and became procedural rules. The Interim Head of Law and Governance and Monitoring Officer assured Members that this would not be the case as procedural rules and Council policies were held in the same regard as the Constitution. Any parts of the Constitution that were removed would be made available to staff and Members and would be available on both Councils' websites.

By a majority vote

### **RESOLUTION**

*That Council agrees to update the Constitution as set out in paragraphs 4.3 and 4.4 of the report and delegates the changes to be carried out by the Monitoring Officer and that the delegation will be exercised after consultation with the Lead Members*

## **CL30 NEIGHBOURHOOD PLANNING**

### **Report C/25/16 Corporate Manager (Community Planning and Heritage)**

The purpose of the report was to set out the steps and possible actions that might be taken following the receipt of an Examiners Report into a neighbourhood development plan or order, including the procedures for conducting a referendum.

The report also set out an operating framework, outlining where the District Council was required to make key decisions, and confirmed the appropriate authority to Officers in order that a timely and proportionate response can be provided to neighbourhood planning groups.

Due to the infrequency of Council meetings, the report requested that Council delegate matters arising from the consideration of an Examiner's report, including a decision on whether a neighbourhood development plan or order should proceed to a referendum.

By a majority vote

### **RESOLUTION 1**

*That Council delegates to the respective Executive/Strategy Committee matters relating to the consideration of an Examiner's Report, including the responsibility to make a decision on whether a neighbourhood development plan or order should proceed to referendum*

### **RESOLUTION 2**

*That Council notes the processes and procedures involved in the making of a neighbourhood development plan or order and agrees the delegation of authority to Officers as set out in Appendix 2 of the report*

**CL31 LEADER (AND FINANCE AND RESOURCES PORTFOLIO)**

**Report C/26/16**

**Councillor Derrick Haley**

Councillor John Matthissen asked why Mid Suffolk was not having a Council debate on Devolution when many other Councils were currently doing so. He was advised that Devolution would be debated at the May Councillor Briefings, and a report would be brought to Council following this.

The report was received.

**CL32 EXECUTIVE COMMITTEE FORWARD PLAN**

**Report C/27/16**

The report was received.

**CL33 HOUSING PORTFOLIO**

**Report C/28/16**

**Councillor Nick Gowrley**

Councillor John Field asked if in view of the paperless direct debit system failure whether it had been adequately tested prior to installation, and whether the Council was recovering costs from the vendor. He was advised that following a full investigation of the problems it had been found that much of the fault laid with the bank who had compensated the Council for the error.

The report was received.

**CL34 COMMUNITIES PORTFOLIO**

**Report C/29/16**

**Councillor Diana Kearsley**

Officers were complimented on the professional way that the Community Achievement Awards had been organised. It was noted that the event was run in conjunction with partners and that the Chief Executive had written to them, and to Mark Murphy, Radio Suffolk thanking them for their help.

The report was received.

**CL35 ENVIRONMENT AND ENVIRONMENTAL HEALTH PORTFOLIO**

**Report C/30/16**

**Councillor David Burn**

The report was received.

**CL36 PLANNING PORTFOLIO**

**Report C/31/16**

**Councillor John Whitehead**

Councillor John Matthissen expressed concern that any delay in Officers signing off planning permission conditions might significantly impact on the local economy. Strategic Director (LB) advised that there could be a number of reasons why approved applications were not started and it was not always because of

conditions not being signed off. A new post had been included in the team structure to look at the reasons and to bring the delivery of new dwellings forward.

Councillor Andrew Stringer expressed his thanks to Peter Burrows, recently retired Head of Economy, for his determination and success in completing outstanding S106 obligations before the introduction of CIL.

Councillor Penny Otton requested that all Members be advised of the figures for S106 monies still outstanding in their Wards.

The report was received.

### **CL37 ECONOMY AND STOWMARKET REGENERATION PORTFOLIO**

**Report C/32/16**

**Councillor Gerard Brewster**

Councillor Penny Otton asked if there was any information regarding the vacant Morrison's store in Stowmarket. Councillor Gerard Brewster advised that Officers had worked with the staff to help with finding employment or training.

Councillor Penny Otton asked whether the Council was able to be involved in attracting the type of outlet that would be favourable to the town. Councillor Gerard Brewster advised that if it was a retail organisation then the Council would not have control.

The report was received.

### **CL38 JOINT SCRUTINY COMMITTEE**

**Report C/33/16**

**Councillor Rachel Eburne (Joint Chair)**

The report was received.

.....  
Chairman



# **Strengthening Governance Task Group**

**Workshop 1 – ‘Council’  
24 January 2017**





# Scope of Workshop 1

- To establish the role & approach to Council meetings & decisions at each Council  
(NB limited change)
- No change to existing full Council meeting procedure rules e.g. motions, debate, questions etc.
- No changes to Planning and Licensing

# What does the change actually mean?

- Provides clarity between Executive / Strategy and Council - who does what?
- By law under the Cabinet model certain 'executive' functions are specified roles of Cabinet (only)
- Cabinet has effective responsibility for 'day to day' strategic decision making & performance management



# Examples of Cabinet functions

- Preparing and recommending to Council the Council's annual capital and revenue budget for inclusion in the budget;
- Calculation of the Council Tax Base;
- Approval of the Scheme of Delegation for the Executive Functions;
- Approval of plans and policies and strategies that do not form the budget and policy framework documents e.g. procurement strategy, ICT strategy .
- Preparing and recommending to Council proposals for plans and strategies within the agreed framework.
- Awarding Grants
- Approving Virements.



# Checks & Balances

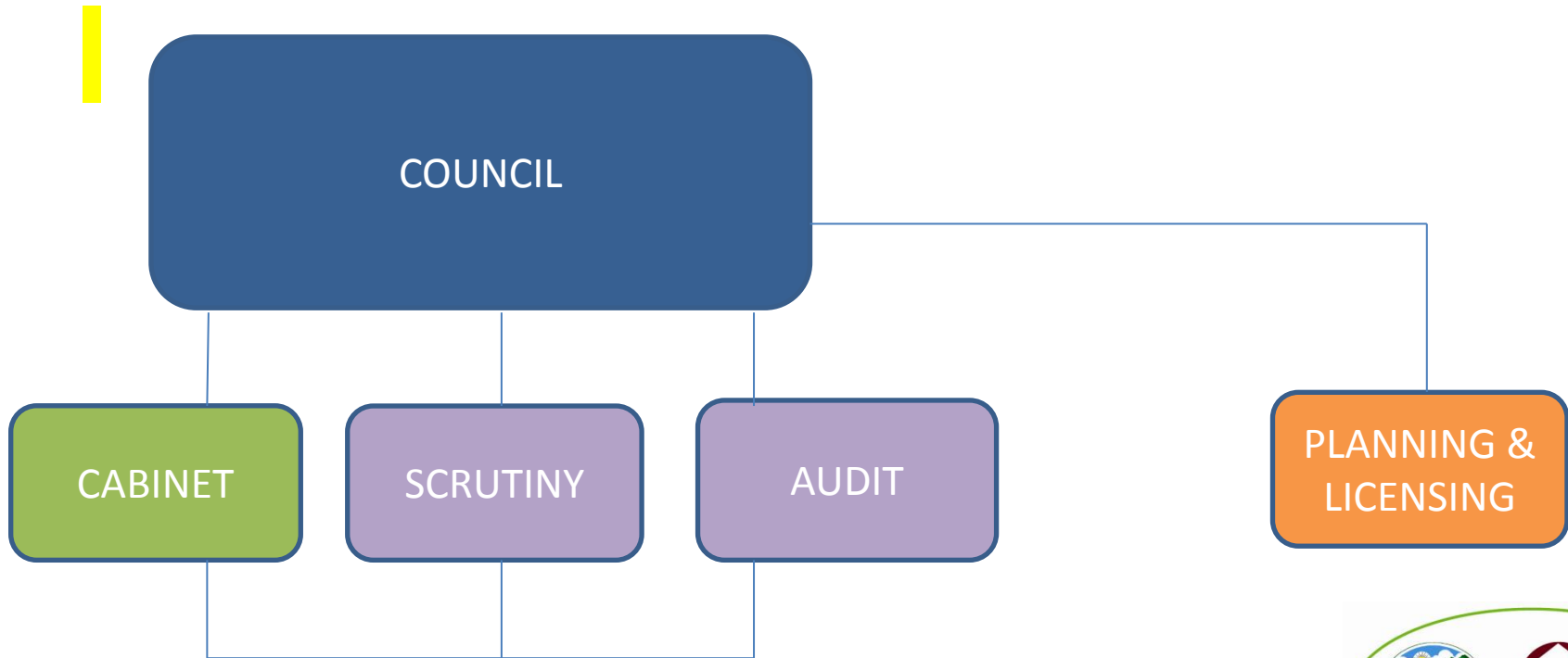
Three principle balancing mechanisms:

- Council (for discussion today)
- Openness & transparency requirements e.g. key decisions & 'call in' (Workshop 2)
- Pre & post Scrutiny, including policy development (Workshop 2)



# Summary of governance structure

Council sets the framework within which Cabinet is able to make decisions:



# Council's Policy & Budget Framework

## Policy:

- Those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000
- Those other plans and strategies which Chapter 2 of the DETR Guidance recommends should be adopted by the Council as part of the Policy Framework
- Other plans and strategies, which the Council may decide, could be adopted by the Council as a matter of local choice

## Budget:

- Setting Budget & Council Tax including Capital Programme, Treasury Management Policy and Fees & Charges (following recommendation of Cabinet)
- Sign off of Annual Governance Statement & Audited Statement of Accounts
- Functions relating to Local Government Pensions & related matters

## Usual route map:

Scrutiny to Cabinet then Council for approval



# Council Functions

- Planning & Licensing (regulatory) Authority
- Development Plan documents including the Statement of Community Involvement, Local Plan Strategy, Site Allocations and Development Policies Document.
- Joint Strategic Plan
- Adopting & amendments to the Constitution
- Appointment of Leader of the Council; and Chairman & Vice Chairman of the Council
- Designation & dismissal of Statutory Officers / Proper Officers
- Approving terms of reference of and appointing of all Committees & Chairman
- Appointing to certain outside bodies
- Any Cabinet proposals that fall outside of budget or policy framework
- Any functions relating to elections & parishes
- Consideration of questions (Cllrs & Public), motions & petitions
- The Council's Codes of Conduct & power to appoint Independent Person(s)
- Scheme of Members Allowances
- Functions relating to name & status of areas :
  - (i) power to change the name of the district;
  - (ii) power to conduct community governance reviews
  - (iii) Power to petition for Charter to confer Borough Status.



# Plans and Strategies

**Which are Functions not to be the sole responsibility of Cabinet but will require Cabinet input before full Council sign off.**

- Statement of Licensing Policy under the Licensing Act 2003
- Statement of Principles under the Gambling Act 2005
- Crime and Disorder Reduction strategy





# Local Choice

- Local choice items (as set out in Schedule 2 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000) which the Council decides could be undertaken by itself rather than the Cabinet:

## **Which are as follows where not delegated to either a Committee or officer(s)**

- The appointment of any individual—
- (a) to any office other than an office in which he is employed by the authority;
- (b) to any body other than—
- (i) the authority;
- (ii) a joint committee of two or more authorities; or
- (c) to any committee or sub-committee of such a body,
- and the revocation of any such appointment.
- The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities.



# Local Choice (continued)

- Any function relating to contaminated land.
- The determination of an appeal against any decision made by or on behalf of the authority.
- The discharge of any function relating to the control of pollution or the management of air quality.
- The service of an abatement notice in respect of a statutory nuisance.
- The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.
- The inspection of the authority's area to detect any statutory nuisance
- The investigation of any complaint as to the existence of a statutory nuisance.
- The obtaining of information under section 330 of the Town and Country Planning Act 1990 as to interests in land.
- The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.



# Next steps

Workshop 2 – Key decisions & Scrutiny  
30 January 2017 @ 1pm Babergh

Workshop 3 – Council Size Submission  
31 January 2017 @5pm Mid Suffolk

Full Councils (Feb) - Council Size Submission  
Full Councils (April) - Constitution



# Strengthening Governance Task & Finish Group

## Workshop 2 'Key Decisions & Scrutiny' 30 January 2017

### Task & Finish Group members:

Cllr Clive Arthey  
Cllr Simon Barrett  
Cllr Sue Carpendale  
Cllr Nick Gowrley  
Cllr Derrick Haley  
Cllr Jennie Jenkins  
Cllr John Levantis  
Cllr Margaret Maybury  
Cllr Penny Otton  
Cllr Andrew Stringer

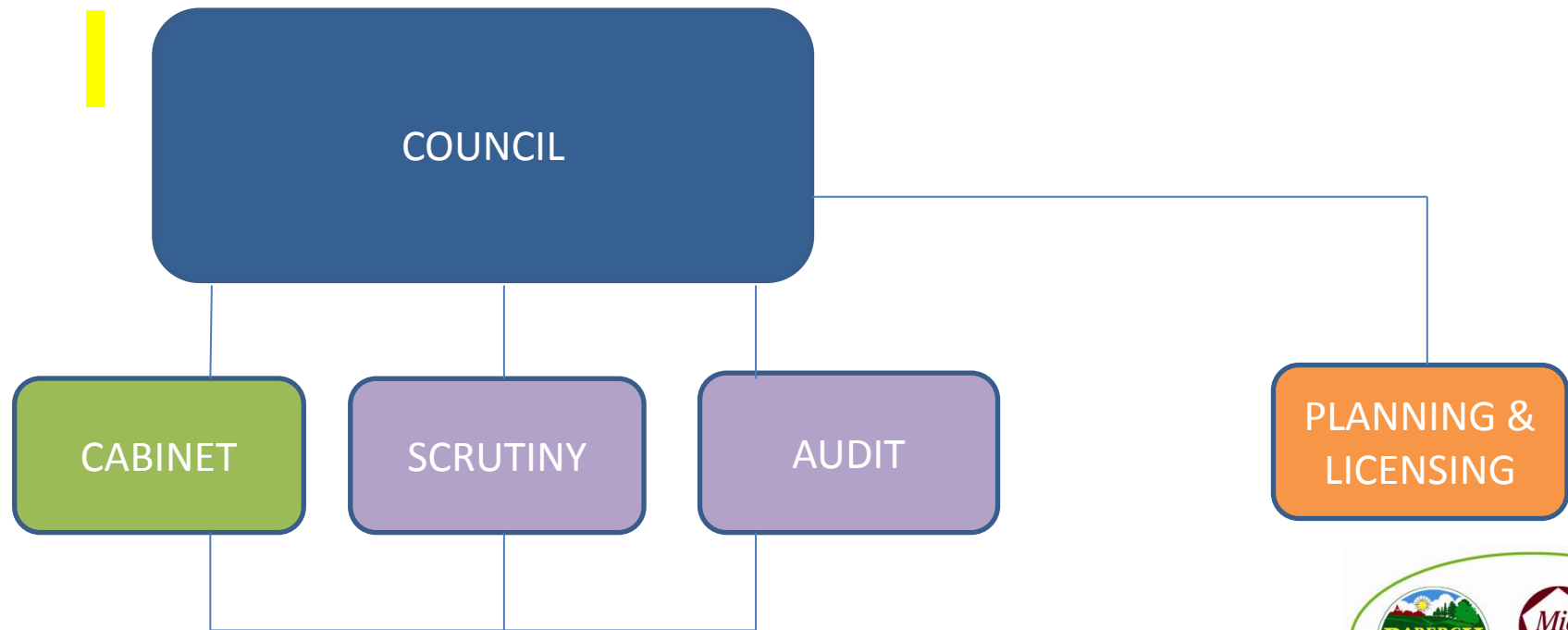
# Scope of Workshop 2

- Note the role of Cabinet & then define 'Key Decision'
- Explore the role of Scrutiny & how to further strengthen it
- Note Transparency requirements; including access to information & the Forward Plan



# Summary of governance structure

Council sets the framework within which Cabinet is able to make decisions. Scrutiny provides part of the 'check & balancing' role



# Reminder of some Cabinet functions

- Preparing and recommending to Council the Council's annual capital and revenue budget for inclusion in the budget;
- Calculation of the Council Tax Base;
- Approval of the Scheme of Delegation for the Executive Functions;
- Approval of plans and policies and strategies that do not form the budget and policy framework documents e.g. procurement strategy, ICT strategy;
- Preparing and recommending to Council proposals for plans and strategies within the agreed framework;
- Awarding Grants;
- Approving Virements.



# What is a 'Key Decision'?

*An executive decision, which is likely—*

*(a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, **significant** having regard to the relevant local authority's budget for the service or function to which the decision relates; or*

*(b) to be **significant** in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the relevant local authority.*

Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Details of the future key decisions must be published  
28 days before being taken on a rolling 3 monthly basis



# Key Decisions - Benchmarking

## Forest of Dean

“Defined as a decision made by Cabinet, which will be significant in terms of its effects on communities living or working in an area comprising two or more wards or, involves a significant level of expenditure to be incurred by the Council ( for example, where the aggregate expenditure is £50,000 or more)”

## South Norfolk

“Those which result in income, expenditure or savings for the council with a gross full year effect of £100,000, which has not already been included in the relevant theme budget or; Those decisions that are significant in terms of their effect on the communities living or working in an area comprising of two or more electoral wards”

## Waveney

“a Cabinet Decision is known as a Key decision if it is likely to:

- (a) Result in the local authority incurring expenditure, or making savings, in excess of £100,000 or which are significant having regard to the local authority’ budget for the services or function to which the decision relates; or
- (b) Be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.”

(‘CIPFA family’ & neighbouring authorities)

# Pipeline Key decisions from Benchmarking Group

<ul style="list-style-type: none"> <li>• Community Infrastructure Levy – next steps</li> <li>• Future delivery of revenues and benefits service</li> <li>• Allocation of Community Chest Fund</li> <li>• Norfolk and Suffolk Devolution Agreement</li> <li>• Revenues Collection performance and write Offs</li> <li>• A11 growth corridor – feasibility study</li> <li>• Secretary of State Decision on a particular planning application – next steps</li> <li>• Investing in leisure provision, establishing a Long Term Strategic Partnership Approach and Reduced Management Fee</li> <li>• Community Energy Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Gypsy, traveller and Travelling Show people guidance note</li> <li>• Council tax reduction Scheme</li> <li>• Car Park Improvements</li> <li>• Green Waste Charging</li> <li>• Neighbourhood Plan areas</li> <li>• Industrial Estates and inward Investment</li> <li>• Collection and disposal of sharps-waiving of procurement rules</li> <li>• Public open space, sport and Recreation Plans</li> <li>• Vibrant Market Towns</li> <li>• Grant Payments to External Organisations for a particular year</li> <li>• Environmental Fees and Charges</li> <li>• Introductory Tenancy policy update</li> </ul>	<ul style="list-style-type: none"> <li>• Tenancy Inspection Policy</li> <li>• Void Management Policy – Sheltered Homes decoration</li> <li>• Delivery of starter homes</li> <li>• Tree Policy</li> <li>• Landscape implications of solar energy proposals</li> <li>• Wheelie bins procurement</li> <li>• Implementation of Civil Parking Enforcement</li> <li>• Tourism service</li> <li>• Particular housing developments</li> <li>• Asset transactions</li> <li>• Service level agreements</li> </ul>

# Procurement Standing Orders

## ***Approval of the Award of Business of Strategic Contracts***

- *For the purpose of approval strategic contracts are defined as:*
  - a) *Over £250k in value **and***
  - b) *The goods, services or works have a significant impact upon the delivery of the Council's services and are not replacements for an existing operation.*
- *Following the completion of the evaluation phase of procurement for a Strategic Contract approval of the award of business shall be obtained from the Executive Committee or/and Strategy Committee.*
- *This approval can be delegated from the relevant Committee(s) to an Officer with the appropriate level of responsibility; however the delegation shall be in place before the procurement process commences.*

# Proposed Key Decision threshold

Council	Electoral numbers insert	Key Decision value	£ Budget (net)
Babergh DC	71686	£250,000	10m GF 35m Capital (including £25M Capital Investment Strategy Fund)
Mid Suffolk DC	79885	£250,000	12m GF 31m Capital (including £25m Capital Investment Strategy Fund)

With a threshold of £250K the following recent decisions would have been classified as Key Decisions:

- Hamilton Road Sudbury
- Angel Court
- Borehamgate
- Purchase of Needham Middle School
- Disabled Facilities Grant
- Suffolk Recycling Consortium

# Discussion Point 1

- What do you consider to be 'significant' in relation to:
  - a) Financial expenditure or savings?
  - b) Effect on our communities?



# What can Scrutiny do?

- Principal power is that of influence – advising & recommending
- Power to require Councillors & officers to provide evidence & information
- Examine other local matters that are not related to our Council functions e.g. health or police
- Support emerging Policy development
- Make recommendations, not decisions, nor compel actions

(<http://www.cfps.org.uk/wp-content/uploads/PG-Intro.pdf>)

# Principles of good Scrutiny

- “Critical friend” challenge to Executive policy-makers & decision-makers
- Provides an additional voice to any public concerns
- Carried out by independent-minded Councillors who lead & own the scrutiny process
- Adds value - leading to improvements in public services

(Centre for Public Scrutiny's 'Guide to Good Scrutiny')



- Must have a politically balanced Overview & Scrutiny Committee
- Proposed to have separate Committees
- Committees' approach, work programmes & improvement plans will continue to evolve
- Experiment with different approaches to various types of scrutiny matters
- Needs to be driven by scrutiny councillors and supported by Cabinet members
- Requires effective senior officer support & dedicated scrutiny resources
- 'Call-ins' as a last resort (min. 5 cross party Cllrs) if decision was 'unreasonable' or beyond the Council Framework



# Discussion Point 2

- What will be the key components to ensuring we have effective scrutiny in each Council?
- What specific skills might Councillors need?
- What size should each committee be in order to be most effective?
- Proposal for cross party 'call-ins' by minimum of 5 councillors?



# Transparency & Access to information

- Forward plan - publication of Key Decisions
- Development of Open Data Policy
- Review, rebrand & reorganisation of joint website



# Next steps

Workshop 3 – Council Size Submission

31 January 2017 @5pm, Mid Suffolk Council  
Chamber

Council Meetings (Feb) - Council Size Submission

Council Meetings (April) - Constitution



# Strengthening Governance Task & Finish Group

## Workshop 3 – ‘Council Size Submission’ 31 January 2017

### Task & Finish Group members:

Clr Clive Arthey  
Clr Simon Barrett  
Clr Sue Carpendale  
Clr Nick Gowrley  
Clr Derrick Haley  
Clr Jennie Jenkins  
Clr John Levantis  
Clr Margaret Maybury  
Clr Penny Otton  
Clr Andrew Stringer

# Further Electoral Review



- Local Government Boundary Commission for England ('LGBCE') is undertaking a further electoral review of both districts
- Mid Suffolk – significant electoral inequality has resulted in an 'intervention' review
- Babergh – requested review to be undertaken alongside Mid Suffolk
- Stage 1 – Determination of council size
- Stage 2 – Amendment of warding patterns



# Timetable



- 21<sup>st</sup> & 23<sup>rd</sup> February – Report to BDC & MSDC Council
- 17<sup>th</sup> March – Deadline for Council Size Submission
- 18<sup>th</sup> April – LGBCE's meeting to agree Council Size
- 9<sup>th</sup> May to 17<sup>th</sup> July – Warding patterns public consultation

# Determining Council Size

- The LGBCE will take into account the following factors:
  - Structure of the council's decision making process
  - Demands on councillor time
  - The role of councillors as community representatives



# Councillor Workload Survey

- 33 responses in total
- 14/33 respondents appointed to 0 outside bodies
- 17/33 respondents appointed to 0 task & finish or working groups
- 54% of respondents appointed to only 1 committee
- The majority of councillors spend less than 40 hours per month on councillor activities; including attending and preparing for meetings; and engaging with residents and parishes
- 75% of respondents expected their workload to increase during their remaining term of office



# The journey to May 2019...

- Shared Chief Exec since 2011
- Single set of officers
- Single HQ
- History of Joint Committees e.g. Scrutiny, Housing Board
- Previous desire to merge
- Potential for simultaneous meetings in same building
- Achieving Electoral Equality

# Discussion Groups - 1

- How many councillors will be needed to conduct the Councils' formal business?
  - Cabinet
  - Scrutiny (not same cllrs as Cabinet)
  - Audit & Standards
  - Planning
  - Regulatory



# Discussion Groups - 2

- How many extra councillors are needed to ensure that you are able to fulfil your responsibilities as community leaders and representatives?
  - Parish council representation
  - Appointments to outside bodies
  - Other community roles



# Discussion Groups - 3

- How many extra councillors are needed to ensure that residents are fairly represented?
  - Case work on behalf of residents
  - Electoral equality



# Next steps

Full Councils (Feb) - Council Size Submission

Full Councils (April) - Constitution



Electoral data
Babergh District Council

Using this sheet:
Fill in the cells for each polling district. Please make sure that the names of each parish, parish ward and borough ward are correct and consistent. Check your data in the cells to the right.

Scroll right to see the second table

Table with 8 columns: What is the polling district code?, Is there any other description you use for this area?, Is this polling district contained in a parish?, Is this polling district contained in a parish ward?, Is this polling district contained in a group of parishes with a joint parish council?, What ward is this polling district in?, What is the current electorate?, What is the predicted electorate?

Summary table with 3 columns: Check your data, 2016, 2022. Rows: Number of councillors, Overall electorate, Average electorate per cllr.

Table with 3 columns: Fill in the name of each ward once, Fill in the number of councillors per ward, These cells will show you the elect depending what you enter.

Table with 8 columns: Polling district, Description of area, Parish, Parish ward, Grouped parish council, Existing ward, Electorate 2016, Electorate 2022. Includes example rows EX1 to EX5.

Table with 4 columns: Name of ward, Number of cllrs per ward, Electorate 2016, Variance 2016.

Main data table with 6 columns: Polling district, Description of area, Parish, Parish ward, Grouped parish council, Existing ward. Lists various wards like BBRA, BSTU, BTAT, etc.

Table with 4 columns: Name of ward, Number of cllrs per ward, Electorate 2016, Variance 2016. Lists wards like Alton, Berners, Boxford, etc.

Scroll left to see the first table

orate and variance. They change  
or in the table to the left.

Electorate 2022	Variance 2022
3,399	-1%
3,582	4%
1,885	9%
1,805	5%
3,711	8%
1,508	-12%
1,720	0%
3,115	-10%
3,177	-8%
3,627	5%
3,902	0.13
3,761	9%
3,043	-12%
1,735	1%
1,523	-12%
1,478	-14%
3,322	-4%
1,776	3%
3,374	-2%
1,504	-13%
1,848	7%
3,323	-3%
1,872	9%
3,505	2%
3,555	3%
3,549	3%
3,430	0%

Electoral data  
Mid Suffolk District Council

Using this sheet:

Fill in the cells for each polling district. Please make sure that the names of each parish, parish ward and borough ward are correct and consistent. Check your data in the cells to the right.

Check your data

Number of councillors:

Overall electorate:

Average electorate per cllr:

Scroll right to see the second table

What is the polling district code?	Is there any other description you use for this area?	Is this polling district contained in a parish? If not, leave this cell blank.	Is this polling district contained in a parish ward? If not, leave this cell blank.	Is this polling district contained in a group of parishes with a joint parish council? If not, leave this cell blank.	What ward is this polling district in?	What is the current electorate?	What is the predicted electorate?	Fill in the name of each ward once
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Polling district	Description of area	Parish	Parish ward	Grouped parish council	Existing ward	Electorate 2016	Electorate 2022	Name of ward
EX1	Example 1	Little Example		Little and Even Littler	Example	480	502	Bacton and Old Newton
EX2	Example 2	Even Littler Example		Little and Even Littler	Example	67	68	Badwell Ash
EX3	Example 3	Medium Example			Example	893	897	Barking and Somersham
EX4	Example 4	Big Example	Big Example East		Example	759	780	Bramford and Blakenham
EX5	Example 5	Big Example	Big Example West		Example	803	824	Claydon and Barham
MBCT	Bacton	Bacton			Bacton and Old Newton	1009	1049	Debenham
MGIP	Gipping	Gipping		Old Newton with Dagworth and Gipping	Bacton and Old Newton	56	59	Elmswell and Norton
MOLD	Old Newton with Dagworth	Old Newton with Dagworth		Old Newton with Dagworth and Gipping	Bacton and Old Newton	911	944	Eye
MBDW	Badwell Ash	Badwell Ash			Badwell Ash	674	686	Fressingfield
MFIN	Finningham	Finningham			Badwell Ash	402	410	Gislingham
MGAS	Great Ashfield	Great Ashfield			Badwell Ash	322	330	Haughley and Wetherden
MHUN	Hunston	Hunston			Badwell Ash	105	108	Helmingham and Coddenham
MLAN	Langham	Langham			Badwell Ash	73	74	Hoxne
MSLA	Stowlangtoft	Stowlangtoft			Badwell Ash	190	196	Mendlesham
MWES	Westhorpe	Westhorpe			Badwell Ash	177	181	Needham Market
MWYV	Wyverstone	Wyverstone			Badwell Ash	302	309	Onehouse
MBRK	Barking	Barking			Barking and Somersham	319	322	Palgrave
MBAY	Baylham	Baylham			Barking and Somersham	225	230	Rattlesden
MDAR	Darmsden	Darmsden			Barking and Somersham	34	35	Rickingham and Walsham
MNET	Nettlestead	Nettlestead			Barking and Somersham	80	82	Ringshall
MOFF	Offton	Offton		Offton and Willisham	Barking and Somersham	328	332	Stowmarket (Central)
MSOM	Somersham	Somersham			Barking and Somersham	605	605	Stowmarket (North)
MWIL	Willisham	Willisham		Offton and Willisham	Barking and Somersham	229	229	Stowmarket (South)
MBRM	Bramford	Bramford			Bramford and Blakenham	1952	2309	Stowupland
MFLO	Flowton	Flowton			Bramford and Blakenham	97	113	Stradbroke and Laxfield
MGBL	Great Blakenham	Great Blakenham			Bramford and Blakenham	1274	1500	The Stonhams
MLBL	Little Blakenham	Little Blakenham			Bramford and Blakenham	234	271	Thurston and Hissett
MAKE	Akenham	Akenham			Claydon and Barham	45	48	Wetheringsett
MBRH	Barham	Barham			Claydon and Barham	1248	1280	Woolpit
MCLA	Claydon	Claydon		Claydon and Whitton	Claydon and Barham	1749	1782	Worlingworth
MWHI	Whitton	Whitton		Claydon and Whitton	Claydon and Barham	95	97	
MHEM	Hemingstone	Hemingstone			Claydon and Barham	181	184	
MHEN	Henley	Henley			Claydon and Barham	472	482	
MASP	Aspall	Aspall			Debenham	43	44	
MDEB	Debenham	Debenham			Debenham	1740	1755	
MWNS	Winston	Winston			Debenham	125	127	
MELN	Elmswell (North)	Elmswell			Elmswell and Norton	731	736	
MELS	Elmswell (South)	Elmswell			Elmswell and Norton	2390	2407	
MNOR	Norton	Norton			Elmswell and Norton	849	852	
MTOS	Tostock	Tostock			Elmswell and Norton	384	390	



2016	2022
40	40
79,119	82,781
1,978	2,070

Scroll left to see the first table

Fill in the number of councillors per ward	These cells will show you the electorate and variance. They change depending what you enter in the table to the left.
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Number of cllrs per ward	Electorate 2016	Variance 2016	Electorate 2022	Variance 2022
1	1,976	0%	2,052	-1%
1	2,245	13%	2,294	11%
1	1,820	-8%	1,835	-11%
2	3,557	-10%	4,193	1%
2	3,790	-4%	3,873	-6%
1	1,908	-4%	1,926	-7%
2	4,354	10%	4,385	6%
1	1,805	-9%	1,984	-4%
1	1,981	0%	1,991	-4%
1	2,265	15%	2,284	10%
1	1,803	-9%	2,273	10%
1	1,887	-5%	1,918	-7%
1	1,727	-13%	1,740	-16%
1	1,850	-6%	1,860	-10%
2	3,810	-4%	3,969	-4%
1	1,911	-3%	2,124	3%
1	1,846	-7%	1,857	-10%
1	1,733	-12%	1,748	-16%
2	3,813	-4%	3,841	-7%
1	2,192	11%	2,204	6%
2	3,728	-6%	3,865	-7%
3	8,031	35%	8,713	40%
2	3,862	-2%	4,110	-1%
1	1,857	-6%	1,866	-10%
1	2,206	12%	2,329	13%
1	1,844	-7%	1,858	-10%
2	3,554	-10%	3,796	-8%
1	2,065	4%	2,136	3%
1	1,696	-14%	1,740	-16%
1	2,003	1%	2,017	-3%

CLLR	RESPONSIBILITIES	FULL COUNCIL	ADMINISTRATION	STRATEGY	BABERGH SCRUTINY	JOINT SCRUTINY	JOINT MEMBER INTEGRATION BOARD	PLANNING COMMITTEE	PH - BUSINESS GROWTH & INCREASED PRODUCTIVITY	PH - HOUSING DELIVERY	PH - ENVIRONMENT	PH - ASSETS & INVESTMENTS	PH - COMMUNITY CAPACITY & BUILDING ENGAGEMENT	PH - ENABLED AND EFFICIENT ORGANISATION	JOINT APPOINTMENTS COMMITTEE	SHARED REVENUE PARTNERHSIP/JOINT COMMITTEE	JOINT HOUSING BOARD	LICENSING ACT 2003 Committee	LICENSING ACT 2003 Sub-Committee	REGULATORY COMMITTEE	BDC AUDIT COMMITTEE	JOINT AUDIT & STANDARDS COMMITTEE	JOINT STAFF CONSULTATION COMMITTEE	JOINT HEALTH & SAFETY COMMITTEE
Arthey Clive	Independent Group Leader	1		1			1																	
Ayres Sue	Special Responsibilities - Enabled & Efficient Organisation	1						1																
Barrett Melanie	Conservative Member	1						1																
Barrett Simon Deputy Leader	Babergh Portfolio Holder for Business Growth & Increased Productivity	1	1	1			1		1	1					1	1								
Bavington Tony	Labour	1															1							
Beer Peter	Council - Vice Chair Planning - Chair	1						1																
Burgoyne Peter	Babergh Chairman	1			1	1										1								
Burgoyne Sue	Conservative Member	1						1																
Burrows Tom	Conservative Member	1																1	1	1				
Busby David	Liberal Democrat	1						1																
Campbell Tina	Conservative Member Member with Special Responsibilities - Community Capacity Building and Engagement	1			1	1												1	1	1				
Carpendale Sue	Leader - Liberal Democrats Group	1		1			1											1	1	1				
Creffield Michael	Conservative Member	1																			1	1		
Davis Derek	Independent	1						1																
Dawson Sian	Conservative Member	1																1	1	1			1	
Ferguson Alan	Conservative Member	1	1		1	1																		
Gasper Barry	Conservative Member	1			1	1																		
Grandon Kathryn	Conservative Member BDC Scrutiny (Vice Chairman) Joint Scrutiny Committee (Vice Chairman)	1			1	1												1	1	1				
Hinton John	Independent Conservative Group Leader	1						1																1
Holland David	Conservative Member Member with Special Responsibilities - Business Growth & Increased Productivity	1	1	1					1															
Holt Michael	Conservative Member Member with Special Responsibilities - Environment	1						1			1													
Hurren Bryn	Liberal Democrat	1			1	1																		
Jenkins Jennie Leader	Leader of Babergh District Council Leader - Conservative Group Member with Special Responsibilities - Housing Delivery Portfolio Holder for Assets and Investments	1	1	1			1					1			1		1							
Kemp Richard	Independent	1		1														1	1	1				
Lawrenson Frank	Conservative	1	1																		1	1		
Long James	Independent	1													1									
Maybury Margaret	Conservative Member Portfolio Holder for Community Capacity Building and Engagement	1	1	1									1					1	1	1				1
McCraw Alastair	Independent	1																1	1	1	1	1	1	
Newman Mark	Conservative Member BDC Scrutiny (Chairman) Joint Scrutiny (Chairman)	1			1	1																		
Nunn John	Independent	1			1	1																		
Osborne Adrian	Conservative Member	1						1																
Osborne Jan	Conservative Member Portfolio Holder for Housing Delivery	1	1	1						1							1							1
Parker Lee	Conservative Babergh Planning Committee (Vice Chair)	1	1					1						1										
Patrick Peter	Conservative Member Portfolio Holder for Enabled & Efficient Organisation	1	1	1			1							1										
Plumb Stephen	Independent	1						1																
Ridley Nick	Conservative Member Member with Special Responsibilities - Assets and Investments	1	1									1		1				1	1	1			1	1
Rose David	Independent	1						1													1	1		
Shropshire William	Conservative Member	1																			1	1		
Smith Ray	Conservative Member	1						1										1	1	1				
Steer Harriett	Conservative Member	1																						
Swan Fenella	Conservative Member	1																			1	1		
Ward John	Conservative Member Portfolio Holder - Environment	1	1	1							1													
Williams Stephen	Independent Conservatives	1																						

**MSDC COMMITTEE MEMBERSHIP - JUNE 2016**

	EXECUTIVE COMMITTEE	DEVELOPMENT CONTROL COMMITTEE A	DEVELOPMENT CONTROL COMMITTEE B	REGULATORY COMMITTEE	JOINT AUDIT & STANDARDS & MSDC AUDIT COMMITTEE	JOINT SCRUTINY COMMITTEE	MSDC SCRUTINY COMMITTEE	JOINT APPOINTMENTS	PLANNING REFERRALS COMMITTEE (Membership as Development Control A & B)	LICENSING ACT 2003 COMMITTEE (Membership as Regulatory Committee)	
	10	10	10	12	8	8	8	3	20	12	
CONSERVATIVE AND INDEPENDENT (30)	8	7	8	9	6	6	6	2	16	9	CONSERVATIVE AND INDEPENDENT (30)
BARKER (MSR-W)			# (VC)						#		BARKER (MSR-W)
BREWSTER (BGIP)	#	#							#		BREWSTER (BGIP)
BURN (ENV)	#	#							#		BURN (ENV)
CASTON				#		#	#			#	CASTON
EKPENYONG				#						#	EKPENYONG
FLATMAN C											FLATMAN C
FLATMAN J (CCBE)	#		#	#					#	#	FLATMAN J (CCBE)
FLEMING			#						#		FLEMING
GIBSON-HARRIES (CC)				#		#	#			#	GIBSON-HARRIES (CC)
GOWRLEY (LDR) (AI)	#							# (CH)			GOWRLEY (LDR) (AI)
GREEN				#						#	GREEN
GUTHRIE			# (CH)	# (CH)					#	# (CH)	GUTHRIE
HADINGHAM		#			#	#	#		#		HADINGHAM
HALEY (VCC)											HALEY (VCC)
HICKS		# (CH)							#		HICKS
HORN (DEP) (EEO)	#							# (VC)			HORN (DEP) (EEO)
HUMPHREYS			#						#		HUMPHREYS
JEWSON				#						#	JEWSON
KEARSLEY (MSR-CA)	#	#							#		KEARSLEY (MSR-CA)
LEVANTIS (HD)	#		#						#		LEVANTIS (HD)
MAYES		# (VC)			#	#	#		#		MAYES
MORLEY (MSR-PA)					# (CH)						MORLEY (MSR-PA)
MULLER			#		# (VC)				#		MULLER
OSBORNE						# (VC)	# (VC)				OSBORNE
PASSMORE											PASSMORE
STOREY			#						#		STOREY
WELSBY				# (VC)	#	#	#			# (VC)	WELSBY
WHITEHEAD (F)	#										WHITEHEAD (F)
WHYBROW (MSR-P)		#							#		WHYBROW (MSR-P)
WILSHAW (MSR-LF)				#	#					#	WILSHAW (MSR-LF)
GREEN (6)	1	2	1	2	1	1	1	1	2	2	GREEN (6)
EBURNE						# (CH)	# (CH)				EBURNE
KILLETT		#							#		KILLETT
MANSEL		#							#		MANSEL
MATTHISSEN				#	#					#	MATTHISSEN
STRINGER A (GL)	#			#				#		#	STRINGER A (GL)
WELHAM			#						#		WELHAM
LIBERAL DEMOCRAT (4)	1	1	1	1	1	1	1	0	2	1	LIBERAL DEMOCRAT (4)
FIELD		#			#				#		FIELD
MARCHANT						#	#				MARCHANT
NORRIS			#	#					#	#	NORRIS
OTTON (GL)	#										OTTON (GL)
	10	10	10 (1 vacancy)	12	8	8	8	3	20	12	
VACANT											VACANT
	EXECUTIVE COMMITTEE	DEVELOPMENT CONTROL COMMITTEE A	DEVELOPMENT CONTROL COMMITTEE B	REGULATORY COMMITTEE	JOINT AUDIT & STANDARDS & MSDC AUDIT COMMITTEE	JOINT SCRUTINY COMMITTEE	MSDC SCRUTINY COMMITTEE	JOINT APPOINTMENTS	PLANNING REFERRALS COMMITTEE (Membership as Development Control A & B)	LICENSING ACT 2003 COMMITTEE (Membership as Regulatory Committee)	

# MEMBER OF COMMITTEE- (CH) CHAIRMAN - (VC) VICE CHAIRMAN - (LDR) LEADER OF COUNCIL - (DEP) DEPUTY LEADER OF COUNCIL - (BG) BUSINESS GROWTH & INCREASED PRODUCTIVITY - (ENV) ENVIRONMENT - (CCBE) COMMUNITY CAPACITY BUILDING & ENGAGEMENT PORTFOLIO - (AI) ASSETS & INVESTMENTS PORTFOLIO - (EEO) ENABLED & EFFICIENT ORGANISATION PORTFOLIO - (HD) HOUSING DELIVERY PORTFOLIO - (F) FINANCE PORTFOLIO - (MSR: W-WASTE CA- COMMUNITY ACTIVITIES PA-PUBLIC ACCESS P-PLANNING LF-LANDLORD FUNCTION) - (GL) GROUP LEADER - (DGL) DEPUTY GROUP LEADER - (CC) CHAIRMAN OF COUNCIL - (VCC) VICE CHAIRMAN OF COUNCIL

