

BABERGH DISTRICT COUNCIL

To: Council	Report Number: N7
From: Head of Corporate Organisation	Date of Meeting: 23 April 2013

TASK GROUPS AND PANELS ANNUAL REPORTS

1. Purpose of Report

- 1.1 To note the progress on the work plans for 2012/13 (Appendix 1) and the position for 2013/14, including continuation of the arrangements regarding Village of the Year.

2. Recommendations

- 2.1 That the Village of the Year Awards Panel continues for 2013/14 with the following membership:-
- Councillors Kathryn Grandon, Jack Norman, Trot Ward and Len Young.
- 2.2 That it be noted that the remaining Task Groups/Panels will not continue as the work undertaken by them will be delivered elsewhere (this aspect is currently the subject of a review).
- 2.3 That the progress of the Task Groups/Panels during 2012/13 as outlined in Appendix 1 be noted.
- 2.4 That the Village of the Year Awards Panel Proposed Work Plan for 2013/14 (Appendix 2) be noted.

3. Financial Implications

- 3.1 All financial implications are included within the 2013/14 budget.

4. Risk Management

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

Risk Description	Likelihood	Impact	Mitigation Measures
Members not appointed and Task Groups unable to function	Very low	Marginal	Discussions already held with Members

5. Consultations

- 5.1 Consultations have been undertaken with the Task Groups/Panels and appropriate officers.

6. Equality Analysis

6.1 Not relevant to this report.

7. Shared Service/Partnership Implications

7.1 There are no shared service implications.

8. Key Information

8.1 Council at its meeting on 9 April agreed to implement a new Committee structure with effect from the annual Council meeting. The Terms of Reference and identity of various Working Groups and Panels are still being developed.

9. Appendices

Title	Location
Appendix 1 – Progress for 2012/13	Attached
Appendix 2 – Proposed Work Plan for Village of the Year Awards Panel	Attached

10. Background Documents

None.

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VILLAGE OF THE YEAR PANEL

Work Plan 12/13

Membership	Councillors:- Kathryn Grandon Jack Norman Trot Ward Len Young Officers:- Miss J M Beever	
	Functions of Task Group/Panel	Progress
	To judge the district round of the Village of the Year awards for 2012 in accordance with the criteria set by SALC	Participating villages were Cockfield. Stoke by Nayland, Stutton and Polstead. Cockfield won the BDC round for 2012. Cockfield went on to win Village of the Year for all Suffolk in 2012. Stoke by Nayland won parish council of the year 2012.

PROCUREMENT TASK GROUP**Progress Report – Year to 31 March 2013**

Membership	<p>Councillors: Ray Smith (Chair) David Rose; David Grutchfield; Peter Beer; Len Young</p> <p>Officers: Ryan Jones, Head of Contract and Asset Management (replaced by Rachel Hodson-Gibbons Corporate Manager Commissioning & procurement Babergh & Mid Suffolk from Jan 13). Tracey Farthing, Procurement Manager</p>	
Approved functions of Task Group/Panel for 2012/13	Progress in 2012/13	
<ol style="list-style-type: none"> 1. To develop an Integrated Procurement Strategy between Babergh & Mid Suffolk 2. To prepare a new Integrated Procurement Strategy Action Plan 3. To monitor and report on progress against the current and proposed Procurement Action Plan, including: <ul style="list-style-type: none"> • Continued collaboration and joint working with others to achieve more joint procurement activity, including retained membership of the Collaborative Procurement Strategy Group and the Countywide Procurement Group • Expand approaches to procurement that will further support the local economy and the opportunities for local suppliers to bid for contracts, within legal constraints 	<p>Held until joint Corporate Manager for Commissioning & Procurement was in post. The strategy (in conjunction with relevant Policy) is currently being developed and a draft will be available for consultation in May 2013.</p> <p>Completed – joint Contract Register and document management in place.</p> <p>Ongoing working with CPG and Countywide Procurement Group.</p> <p>The CPG group was discontinued during the year as the authorities agreed better co-ordination could be achieved through a single group.</p> <p>Majority of the contractors on the standing list are local companies. Work has commenced in conjunction with a Suffolk County and other Districts and Boroughs and local Business Support organisations on the Suffolk Growth Strategy to enable the impact of procurement requirements from the Suffolk local authorities to have a greater economic impact in Suffolk.</p>	

Approved functions of Task Group/Panel for 2012/13	Progress in 2012/13
<p>4. To ensure that procurement is embedded in our business planning and processes, including:</p> <ul style="list-style-type: none"> • Continue to contribute to the Suffolk-wide Contracts portal • The recording of procurement savings activity, deliver on the stretched procurement savings target of £100,000 and report progress to the Overview & Scrutiny (Stewardship) Committee 	<p>Implemented for Babergh working in conjunction with Mid Suffolk.</p> <p>Ongoing activity and report provided in September 12.</p>

HOUSING PANEL

Chairman's report on progress- Year to March 2013

Membership	Councillors:- Sue Wigglesworth – Chairman of Panel Desmond Keane Mary Munson Adrian Osborne Neil MacMaster Bettine Dosser and Ron Saddington – Tenants` Forum representative Officers:- Martin King- Head of Housing Julie Abbey-Taylor- Corporate Manager-Strategic Housing David Clarke – Corporate Manager- Business Improvement Ryan Jones – Corporate Manager- Asset Management Sue Lister- Corporate Manager- Supported Housing Heather Sparrow- Corporate Manager- Housing Options Tom Ost – Corporate Manager- Private Sector Housing Officer	
<u>Functions of the Panel</u>	<u>Progress</u>	
<ul style="list-style-type: none"> • To monitor the progress of the Council's Affordable Housing Programme • To develop a “Strategic Tenancy Policy” for the Council. • To determine the impact of the sub-regional review of the Choice Based Lettings Allocation Policy on the Council. • To contribute to the development of BDC and MSDC`s integration plans for the Housing Service. 	<p>Work ongoing. All new scheduled schemes considered and on the Council's Affordable Housing Programme.</p> <p>Work complete. The Panel received a report on 22nd February 2013 and recommended adoption at Strategy Committee.</p> <p>Review of Lettings Policy complete. The Council has adopted these changes and also amended the way in which it discharges its homelessness responsibilities.</p> <p>Work ongoing.</p>	
To develop new affordable housing schemes across the district to meet identified housing needs and seek Strategy Committee approval of such schemes on an individual, scheme by scheme, basis	<p>This work is ongoing</p>	

<u>Functions of the Panel</u>	<u>Progress</u>
<p>To be consulted on the level of discount to be given to Registered Social Landlords when selling council owned land for new housing in the approved Affordable Housing Programme in conjunction with the Head of Contract and Asset Management</p>	<p>These issues have been dealt with on an on-going basis throughout the year using delegated authority</p>
<p>To select and appoint Registered Social Landlord partners involved in the delivery of the Affordable Housing Programme in conjunction with the Head of Community Development</p>	<p>These issues have been dealt with on an on-going basis throughout the year using delegated authority</p>

STRATEGIC & FINANCIAL PLANNING TASK GROUP

Annual Report 2012/13

Membership	Councillors:- Jennie Jenkins, Dave Busby, Nigel Bennett, Richard Cave, Richard Kemp, Brian Riley/Simon Barrett Officers:- Katherine Steel - Head of Corporate Resources Peter Quirk, Head of Corporate Organisation Barry Hunter - Corporate Manager, Financial Services	
Functions of Task Group/Panel	Progress	
<p>It is likely that the following key areas will be considered by the SFP Task Group in 2012/13, with joint working and meetings with Mid Suffolk as necessary and with appropriate reports to Committees and Full Council during the year:</p> <p>Strategic Priorities</p> <ul style="list-style-type: none"> • Consider Resource Allocation in the light of agreed strategic priorities for 2013/14 onwards. • Ensure savings and efficiencies reflect these strategic priorities. <p>Medium Term Financial Strategy (MTFS)</p> <ul style="list-style-type: none"> • Consider the Joint MTFS, which will update and set out the forecast savings targets (previously estimated at £3.5m for Babergh, covering the period 2011/12 - 2013/14) and plans to address these over the next 3 years, alongside the reserves strategy, the capital programme (including borrowing and affordability) and Council Tax levels. • The updated forecasts and strategy will be based on latest information on the Government's deficit reduction plans and likely grant reductions for Babergh over the period. 	<p>New strategic priorities now determined. Resources continued to be based on existing priorities.</p> <p>Forward forecasts and savings targets reviewed and updated based on the Autumn 2012 statement and the Local Government Finance Settlement that was announced in December 2012. Reserves strategy and use determined and capital programme updated.</p>	

Functions of Task Group/Panel	Progress
<p>Budget for 2013/14</p> <p>June to August 2012: Identify options to achieve savings, currently estimated at £1m for Babergh (as part of the £2m joint estimated savings with Mid Suffolk) in the light of agreed or emerging strategic priorities.</p> <p>September/October 2012: Consult on these as appropriate with key partners and stakeholders, residents and service users. Undertake equality impact assessments.</p> <p>November/December 2012: Consider results of consultation and scrutiny before making final recommendations on the Budget and on Council Tax levels for 2013/14.</p> <p>January/February 2013: Draft/Final Budget produced. During this work, careful consideration will be given to cost pressures and forecast savings from staff integration and transformation. In producing the Budget, the aim will be to ensure that the impact of savings on strategic and service priorities is, as far as possible, minimised.</p>	<p>The Task Group gave some early initial consideration to this. In view of the uncertainty on Government funding and strategic priorities, it was agreed that 2013/14 would be very much a Transitional Budget with no further 'salami slicing of budgets.</p> <p>Comprehensive community engagement exercise undertaken. The Task Group were kept informed on emerging themes.</p> <p>Community engagement results informed new strategic priorities. Budget scrutiny deferred to January due to late announcement of Government funding settlement.</p> <p>Balanced Budget produced and approved with a freeze in Council Tax for 2013/14. Cost pressures and savings fully considered.</p>

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VILLAGE OF THE YEAR PANEL

Proposed Work Plan 13/14

Membership	Councillors:- To be determined Officers:- Miss J M Beever	
Date of First Meeting in Municipal Year: Date to be agreed in June 2013		
Functions of Task Group/Panel	Proposed Timescale	Date of Report to Committee
To judge the district round of the Village of the Year 2013 competition for villages in accordance with the criteria set by Suffolk Association of Local Councils (SALC) judging to take place late May/June		