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TO: THE CHAIRMAN AND MEMBERS OF  
BABERGH DISTRICT COUNCIL

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16 April 2012

Dear Sir/Madam

A Meeting of the Babergh District Council will be held in the Council Chamber, Council Offices, Corks Lane, Hadleigh on **Tuesday, 24 April at 9.30 a.m.**

For those wishing to attend, prayers will be said at 9.25 a.m. prior to the commencement of the Council meeting.

Yours faithfully

Andrew Hunkin  
Strategic Director (Corporate)

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**Babergh District Council**  
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**Strategic Director (Corporate):** Andrew Hunkin  
**Head of Corporate Organisation:** Peter Quirk, **Head of Corporate Resources:** Katherine Steel  
**Chief Finance Officers (S151):** Katherine Steel (Mid Suffolk), Barry Hunter (Babergh), **Monitoring Officer:** Kathryn Saward

**PART I**1 ELECTION OF CHAIRMAN2 ELECTION OF VICE-CHAIRMAN3 MINUTES

To confirm and sign the minutes of the meeting held on 23 February 2012 as a correct record.

4 DECLARATION OF INTERESTS

Members to declare any interests as appropriate in respect of items to be considered at this meeting.

5 APOLOGIES FOR ABSENCE

To receive apologies for absence.

6 CHAIRMAN'S ANNOUNCEMENTS

Paper  
M1

In addition to any announcements made at the meeting please see Paper M1 attached detailing events attended by the Chairman and Vice-Chairman.

7 TO RECEIVE NOTIFICATION OF PETITIONS IN ACCORDANCE WITH COUNCIL PROCEDURE RULE NO. 13

In accordance with Council Procedure Rule No. 13, the Chief Executive will report the receipt of any petitions. There can be no debate or comment upon these matters at the Council meeting.

8 QUESTIONS FROM THE PUBLIC

The Chairmen of Committees to answer any questions from the public of which notice has been given no later than midday two working days before the day of the meeting in accordance with Council Procedure Rule No. 14.

9 QUESTIONS FROM MEMBERS

The Chairman of the Council and the Chairmen of Committees and Sub-Committees to answer any questions on any matters in relation to which the Council has powers or duties or which affect the District and which fall within the terms of reference of that Committee or Sub-Committee of which due notice has been given in accordance with Council Procedure Rule No. 15.4 (a) and (b).

ITEM	BUSINESS
10	<u>COMPOSITION OF THE BABERGH AND MID SUFFOLK JOINT STANDARDS COMMITTEE</u>
Paper M2	Report by the Monitoring Officer attached.
11	<u>POLITICAL BALANCE AND COMPOSITION OF COMMITTEES</u>
Paper M3	Report by the Head of Corporate Organisation attached.
12	<u>UPDATE ON TERMS OF REFERENCE FOR THE JOINT SCRUTINY COMMITTEE (JSC)</u>
	<p>The Head of Corporate Organisation to report that Council at its meeting on 5 September 2011 (Paper L60 refers) agreed to adopt terms of reference for the JSC.</p> <p>As part of the governance arrangements both Councils agreed that a Joint Scrutiny Committee be set up to scrutinise the BMI integration programme. However, to enable the JSC to be more flexible it is suggested that the Committee's terms of reference should be extended to enable it to scrutinise services which are provided by others e.g. the Shared Revenues Partnership. This would have been under the remit of the existing Overview and Scrutiny Committees therefore the Constitution needs to be amended accordingly.</p> <p><b>It is recommended</b></p> <p>(1) That the terms of reference of the JSC as adopted on 5 September 2011 be extended by including the following bullet point under "Objectives".</p> <ul style="list-style-type: none"> <li>• To scrutinise any service or work that is provided jointly with Mid Suffolk District Council and/or others.</li> </ul> <p>(2) That the terms of reference of the Overview and Scrutiny Committees be amended to take into account (1) above.</p>
13	<u>APPOINTMENT OF SUBSTITUTES – COUNCIL PROCEDURE RULE NO. 5</u>
Paper M4	Report by the Head of Corporate Organisation attached.

ITEM	BUSINESS
14	<u>ELECTION OF CHAIRMEN OF COMMITTEES</u>
	To elect a Chairman for each of the following Committees:-
	Strategy Overview and Scrutiny (Community Services) Overview and Scrutiny (Stewardship) Development Licensing and Appeals Joint Scrutiny Committee
	NOTE: Joint Standards Committee appoints its own Chairman.
15	<u>ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY (STEWARDSHIP) COMMITTEE</u>
Paper M5	Report by the Head of Corporate Organisation attached.
16	<u>ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY (COMMUNITY SERVICES) COMMITTEE</u>
Paper M6	Report by the Head of Corporate Organisation attached.
17	<u>ANNUAL REPORT OF THE JOINT STANDARDS COMMITTEE</u>
Paper M7	Report by the Monitoring Officer attached.
18	<u>THE LOCALISM ACT 2011 – STANDARDS FUNCTIONS</u>
Paper M8	Report by the Monitoring Officer attached.
19	<u>TASK GROUPS AND PANELS (a) APPOINTMENT OF MEMBERS (b) ANNUAL REPORTS</u>
Paper M9	Report by the Head of Corporate Organisation attached.
20	<u>JOINT PANELS (a) APPOINTMENT OF MEMBERS (b) ANNUAL REPORTS</u>
Paper M10	Report by the Head of Corporate Organisation attached.
21	<u>POLLING PLACES REVIEW: ALDHAM, BOXTED AND GREAT CORNARD</u>
Paper M11	Report by the Head of Corporate Organisation attached.

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**22      REPRESENTATION ON OUTSIDE BODIES AND PARTNERSHIPS**

The Head of Corporate Organisation to report that the appointments made at the Annual Council meeting on 19 May 2011 (for the 4 year term of office), together with those made since that date (for the remainder of the current term of office) remain unchanged other than as identified below:-

**Sudbury and Great Cornard Children's Centre Advisory Boards**

Ray Smith wishes to stand down as the representative on both Boards. The Political Group Leaders have been asked to put forward their nominations – Jack Owen has been proposed.

**South Suffolk Leisure Trust Board**

Brian Riley wishes to stand down from the Board. The Political Group Leaders have been asked to put forward their nominations – Simon Barrett has been proposed.

**Any appointment linked to a particular role**, such as a Committee Chairman, in the event of there being a change of Member elected to the relevant role.

**Any appointments which are no longer needed** because of changes to the requirements, or existence, of the relevant body/partnership.

Following this meeting, the list of representative appointments will be updated to reflect known changes including those made in connection with the above.

In addition, Members are asked to formally confirm the appointment of the Babergh representative (Bryn Hurren) on the Pin Mill Bay Management Community Interest Company Ltd which was set up in November 2010 following the Council decision in February 2010.

**It is recommended**

- That replacement appointments be made to the Sudbury and Great Cornard Children's Centre Advisory Boards and to the South Suffolk Leisure Trust Board for the remainder of the current term of office
- That the appointment of Bryn Hurren as the Council's representative on the Pin Mill Bay Management Community Interest Company Ltd be formally confirmed.

23 ESTABLISHMENT OF A JOINT SUFFOLK POLICE AND CRIME PANELPaper  
M12

Report by Sue Morgan Head of Democratic Services at Suffolk County Council attached. This is a generic report prepared for consideration by the County Council on 24 May, which will be also be considered by the Suffolk District and Borough Councils at their respective Annual Meetings.

The Head of Communities to report that there is a statutory requirement to establish the Panel, which will operate as a Joint Committee of all the Suffolk Local Authorities, and which is required to be politically balanced to 'represent all parts of the relevant police area.' As a result of County-wide discussions, it has been agreed that each District/Borough will appoint its preferred Member, based on the best person for the job, and that once the appointments are known, Suffolk County Council will use its four places to 'patch in' Members with the necessary political affiliations to achieve political balance across the County. A named substitute of the same political affiliation and having full voting rights should also be appointed.

Sue Morgan is in the process of preparing a role profile for the appointment, which should be available shortly. In the meantime, relevant information is available in Paper M12, in particular, under the following headings

- Role of the Panel (Section 3 – paras 13 – 18)
- Membership of the Panel (Section 3 – paras 20 – 32)
- Who should represent the authority on the Panel? (Section 3 – paras 33- 39 – a useful summary of the role is included at para 37)

Training will be provided, probably in July, with an alternative opportunity for any appointees who are not available.

Therefore, in addition to considering the recommendations in Section 2 of Paper M12, the Council will be asked to appoint a Councillor representative and a substitute for the remainder of the current term of office. Babergh's Political Group Leaders have also considered this matter.

**It is recommended**

That an appointment of the Babergh representative be made for the remainder of the current term of office, together with the appointment of a named substitute.

For further information on any of the Part 1 items listed above, please contact Steve Ellwood on 01473 825876 or via email at [committee.services@babergh.gov.uk](mailto:committee.services@babergh.gov.uk)