

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda														
Date:	Wednesday 20 April 2016														
Time:	4.00pm														
Venue:	Conference Chamber West West Suffolk House Western Way, Bury St Edmunds														
Full Members:	<p style="text-align: center;">Chairman Diane Hind</p> <p style="text-align: center;">Vice Chairman Jeremy Farthing</p> <p><u>Conservative Members (13)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Richard Rout</td> </tr> <tr> <td>Terry Buckle</td> <td>Angela Rushen</td> </tr> <tr> <td>Patrick Chung</td> <td>Andrew Speed</td> </tr> <tr> <td>Jeremy Farthing</td> <td>Clive Springett</td> </tr> <tr> <td>Paula Fox</td> <td>Jim Thorndyke</td> </tr> <tr> <td>Susan Glossop</td> <td>Frank Warby</td> </tr> <tr> <td>Wayne Hailstone</td> <td></td> </tr> </table> <p><u>Charter Member (1)</u> Diane Hind</p> <p><u>Independent Member (1)</u> Paul Hopfensperger</p> <p><u>UKIP Member (1)</u> John Burns</p>	Simon Brown	Richard Rout	Terry Buckle	Angela Rushen	Patrick Chung	Andrew Speed	Jeremy Farthing	Clive Springett	Paula Fox	Jim Thorndyke	Susan Glossop	Frank Warby	Wayne Hailstone	
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Susan Glossop	Frank Warby														
Wayne Hailstone															
Substitutes:	<p><u>Conservative Members (6)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Sarah Stamp</td> <td style="width: 33%;">Patricia Warby</td> </tr> <tr> <td>Peter Thompson</td> <td></td> </tr> </table> <p><u>Charter Member (1)</u> Julia Wakelam</p> <p><u>UKIP Member (1)</u> Tony Brown</p>	Sarah Stamp	Patricia Warby	Peter Thompson											
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Peter Thompson															
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.														
Quorum:	Six Members														
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk														

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 763233 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public speaking:	<p>Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
Disabled access:	<p>West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However, in the event of an emergency use of the lifts is restricted for health and safety reasons.</p> <p>Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.</p>	
Induction loop:	An Induction loop is available for meetings held in the Conference Chamber.	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

Any Member who is substituting for another Member should so indicate, together with the name of the relevant absent Member.

2. Apologies for Absence

3. Minutes

1 - 6

To confirm the minutes of the meeting held on 9 March 2016 (copy attached).

4. Public Participation

Members of the public who live or work in the Borough are invited to put one question or statement of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within 3 minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time of the meeting is scheduled to start.

There is an overall time limit of 15 minutes of public speaking, which may be extended at the Chairman's discretion.

5. Presentation by the Cabinet Member for Families and Communities

7 - 10

Report No: **OAS/SE/16/008**

The Cabinet Member for Families and Communities has been invited to the meeting to give a short presentation / account of his portfolio and to answer questions from the Committee.

6. Western Suffolk Community Safety Partnership Annual Report

11 - 20

Report No: **OAS/SE/16/009**

7. On-Street Parking - Skyliner Way, Bury St Edmunds - Update

21 - 26

Report No: **OAS/SE/16/010**

- 8. Review and Revision of the Constitution** **27 - 32**
Report No: **OAS/SE/16/011**

Quarterly report on minor amendments made by the Monitoring Officer under delegated authority.

- 9. Directed Surveillance Authorised Applications (Quarter 4)**

The Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 requires that Members should scrutinise the authority's use of its surveillance powers on a quarterly basis.

The Monitoring Officer advised that in Quarter 4, no such surveillance has been authorised.

- 10. Work Programme Update** **33 - 42**
Report No: **OAS/SE/16/012**

Part 2 – Exempt

NONE

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Wednesday 9 March 2016** at **4.00pm** at the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind
Vice Chairman Jeremy Farthing

Paula Fox
Paul Hopfensperger
Richard Rout
Angela Rushen

Jim Thorndyke
Frank Warby
John Burns

Substitutes attending:
Sarah Stamp

By Invitation:
Carol Bull
Ian Houlder, Cabinet Member for Resources and Performance
Sara Mildmay-White, Cabinet Member for Housing

Tim Passmore, Police and Crime Commissioner
Supt. Andrew Mason, Local Policing Commander for the West
Gareth Wilson, Chief Constable

62. **Substitutes**

The following substitution was declared:

Councillor Sarah Stamp for Councillor Susan Glossop.

63. **Apologies for Absence**

Apologies for absence were received from Councillors Simon Brown, Terry Buckle, Susan Glossop, Andrew Speed and Clive Springett.

Councillors Patrick Chung, and Wayne Hailstone were unable to attend.

64. **Minutes**

The minutes of the meeting held on 13 January 2016, were confirmed as a correct record and signed by the Chairman.

65. **Public Participation**

Simon Harding, a resident of Church Walks, Bury St Edmunds asked a question in connection with Item 5 on the agenda "Suffolk Local Policing Review".

Would the Overview and Scrutiny Committee recommend Council to seek from the word go the advice and recommendation of Suffolk Constabulary as regards the upgrading of Suffolk Road Safety Officers deemed necessary to satisfy road safety requirements at the two entrances off Fornham Road into the planned West Suffolk Operational Hub at Hollow Road Farm, Fornham.

In response, the Chairman of the Overview and Scrutiny Committee stated that as no preferred site had been identified as yet for any West Suffolk Operational Hub, and indeed no decision had been taken following the recent consultation about whether there would be a single shared hub let alone where it would be, this question was not currently relevant. If the council does decide to go ahead with a West Suffolk Operational Hub then I am confident that road safety would be part of the development of any planning application for a specific site.

66. **Presentation by the Police and Crime Commissioner on the Suffolk Local Policing Review**

[Councillor Frank Warby arrived at 4.50pm during the consideration of this item]

The Chairman of the Committee welcomed Tim Passmore (Police and Crime Commissioner (PCC)) who had been invited to the meeting to give a presentation to Members on the Suffolk Local Policing Review. He was accompanied by Gareth Wilson (Chief Constable) and Supt Andrew Manson (Local Policing Commander for the West).

The PCC opened his presentation by thanking the Committee for the invitation. The PCC informed the Committee that Suffolk was one of the safety counties to live in, in the UK and he wanted this to continue. He then set out the reasons for the review, which covered the following areas:

- Strategic direction and budget;
- Managing demand;
- Partnership working;
- Protecting victims and vulnerable people;
- Commissioning and grants;
- Innovation;
- Tackling new forms of crime; and
- Preventing and reducing crime.

The policing review was not solely financial. It was about the Constabulary responding to the changing nature of crime, with resources being located according to demand. The revised policing model for the county would be divided into nine localities, each led by an Inspector, who would oversee the work of the 18 Safer Neighbourhood Teams (SNT) across Suffolk and emergency response officers within their area. (5 SNT located in west

Suffolk). Three Superintendents would oversee this work, being responsible for the East, West and South of the County.

As part of the reallocation of resources from urban to rural policing, a rural crime team had been located in Stowmarket to cover the west of Suffolk. Three extra PCSO's had been appointed to carry out a liaison role in schools right across the county. Twenty police officers had been funded to focus on protecting vulnerable people and support the county's cyber-crime investigations and a new motorbike team in Bury St Edmunds.

Working more effectively with partners both locally and regionally was also key in providing efficiencies across the public sector and the Constabulary was committed to furthering joint ways of working in partnership.

The Chief Constable informed the Committee that resources had been increased, which included the launch of a new Road Policing Team on 9 March 2016, to cover the west of the county, based in Bury St Edmunds to deal with speeding. New technology had been introduced such as body worn videos providing clear evidence; automatic number plate recognition and a new website to enable local community interaction.

Supt Andrew Manson (Local Policing Commander for the West), informed Members that a response base would still be located in Bury St Edmunds, with reduced opening hours; and the Haverhill front desk would be closed due to the decrease in footfall, but would still be used by police officers as a response base.

Members discussed the presentation in detail and asked a number of questions of the PCC, Chief Constable and the Local Policing Commander, to which comprehensive responses were provided. In particular discussions were held on the following:

- (1) Police stations: The PCC reassured members that no police stations were closing. However, some of the front desks would be closed, but the buildings would still be occupied by police staff. Resources were being invested where it could be best spent.
- (2) Police attendance at parish/town council meetings: Members were concerned that the police had stopped attending Parish/Town council meetings or resident association meetings. The Chief Constable reassured members that the police would attend meetings, if there was a problem to solve. He further explained that Parish/Town Councils would receive a police report setting out crime levels in the area; what Parish/Town Councils had asked the police to do; and what had been done, and would include contact details.
- (3) Decriminalisation of parking: Work was underway with district, borough and county councils to transfer responsibility for parking enforcement to the local authority. This would allow Police Community Support Officers (PCSOs) to spend more time on local problem solving.
- (4) Police direct service: It was acknowledged that the service needed to be improved.

The Chairman thanked the PPC and his officers for an informative presentation.

There being no decision required, the Committee **noted** the presentation on the Suffolk Local Policing Review.

67. Presentation by the Cabinet Member for Resources and Performance

As set out in the Council's Constitution, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member would be invited to attend to give an account of his or her portfolio and answer questions from the Committee. Therefore, to carry out this constitutional requirement, members were asked to consider the responsibilities of the Cabinet Member for Resources and Performance, who had been invited to the meeting.

Report No: OAS/SE/16/004, set out the overall responsibilities of the Cabinet Member for Resources and Performance, which were:

- Business development / commercial
- Cabinet management and support
- Civic office (Mayor)
- Democratic services (including member's support)
- Financial services (including audit)
- Health and safety
- Human resources (including payroll)
- ICT
- Learning and development
- Legal services
- Performance and risk management
- Procurement
- Scrutiny management and support.

Councillor Ian Houlder, Cabinet Member for Resources and Performance opened his presentation by thanking the Committee for the invitation. He then set out the overall areas of responsibility (legal and democratic services, finance and performance and human resources); current priorities for human resources, legal and democratic services; ICT Plan; finance and performance challenges; finance and performance plan; Anglia Revenues Partnership Plan; future uncertainties and member development.

Members discussed the presentation in detail and asked questions of the Cabinet Member and officers, to which comprehensive responses were provided. In particular discussions were held on the future uncertainties regarding the Government legislation on the National Living Wage and its impact.

The Chairman thanked the Cabinet Member for Resources and Performance for his informative presentation.

There being no decision required, the Committee **noted** the presentation by the Cabinet Member for Resources and Performance.

68. **West Suffolk Housing Strategy: Progress Report against Action Points**

The Committee received Report No: OAS/SE/16/005, which asked Members to review progress made against the West Suffolk Housing Strategy 2015-2018.

The draft West Suffolk Housing Strategy was considered in detail at a joint meeting with Forest Heath's Overview and Scrutiny Committee on 23 July 2014 and was approved by St Edmundsbury Council on 23 September 2014 and Forest Heath's Council on 8 October 2014.

The West Suffolk Housing Strategy included a series of ambitious objectives against which key actions and targets had been formulated. These actions and targets were reviewed and, if necessary, amended, deleted or added to on an annual basis. The Housing Service reviewed progress against the Housing Strategy actions on a quarterly basis. The Housing Strategy grouped the objectives under the following headings:

- Planning
- Rural housing
- Developers and providers
- Private sector housing
- Adaptations and improvements
- Community
- Energy efficiency
- Land and resources
- Homelessness
- Efficiency and effectiveness; and
- Care and support.

Attached at Appendix A to the report was a detailed update on progress as at the end of December 2015, against 40 objectives under the above headings. The remainder of the report summarised each of the headings, key achievements to date and work underway and highlighted challenges and external factors impacting on delivery.

Members considered the report in detail and asked a number of questions to which the Cabinet Member for Housing and the Head of Housing provided comprehensive responses. In particular discussions were held on the following:

- (1) Rural housing – Members felt that the inclusion of open market housing would destroy rural exception sites. The Cabinet member stated that open market housing would be another tool that could be used to secure the viability of rural exception sites, but would only be permitted in exceptional circumstances. Officers were also waiting on the outcome from the Housing and Planning Bill, with regards to whether exception site properties would be included in the right to buy.
- (2) Energy efficiency – Members suggested the insulation contractor be encouraged to promote to residents the potential benefits of installing insulation, which officers agreed to look into.

- (3) Land and resources – (Housing Development Company) – Officers advised that the Housing Company would have the first option on land owned by both Suffolk County Council and West Suffolk, unless it had been earmarked for something specific.
- (4) Care and support – (Gypsy and Traveller Transit sites) – Members were advised that the Public Sector Leaders Group would be looking at widening the criteria used to identify potential sites, and communicating to residents where the project had currently got to.

The Cabinet Member for Housing complemented the housing staff on progress made to date on the West Suffolk Housing Strategy.

There being no decision required, the Committee:

- (1) **Noted** the progress made to date against the actions arising from the West Suffolk Housing Strategy 2015-2018;
- (2) **Noted** the challenges facing delivery of the West Suffolk Housing Strategy; and
- (3) **Noted** an update would be presented to the Committee in early 2017 in order to monitor delivery in 2016.

69. **Cabinet Decision Plan: March to May 2016**

The Committee received Report No: OAS/SE/16/006, which requested that Members peruse the Cabinet Decisions Plan for the period March 2016 to May 2016, for which it would like further information on or which might benefit from the Committee's involvement.

The Committee considered the Decisions Plan and there being no decision required, the Committee **noted** the contents of the Decisions Pan.

70. **Work Programme Update**

The Committee received Report No: OAS/SE/16/007, which updated Members on the current status of its rolling work programme of items for scrutiny during 2016 (Appendix 1).

Members noted that an update report would be presented in early 2017 in order to monitor the delivery of the West Suffolk Housing Strategy.

Members considered the report, and there being no decision required **noted** the contents of the report and that

The Meeting concluded at 6.10pm

Signed by:

Chairman

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Presentation by the Cabinet Member for Families and Communities	
Report No:	OAS/SE/16/008	
Report to and date:	Overview and Scrutiny Committee	20 April 2016
Portfolio Holder:	Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: robert.everitt@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to challenge in the form of questions. Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	
Recommendation:	Members of the Committee are asked to question the Cabinet Member for Families and Communities on his portfolio responsibilities.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

Consultation:	• N/A		
Alternative option(s):	• N/A		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
Ward(s) affected:	All		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None		
Documents attached:	None		

1. Key issues and reasons for recommendation

1.1 Background

1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members.

1.1.2 To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.

1.1.3 At this meeting, members of the Committee are asked to consider the responsibilities of the Cabinet Member for Families and Communities, Councillor Robert Everitt.

1.1.4 The Cabinet Member for Families and Communities has overall responsibility for the following:

- Corporate communications
- Corporate strategy/planning and co-ordination
- Crime and community safety
- Customer services, access and engagement
- Equalities and diversity
- Families and communities
- Future of public services and service integration
- Health

1.2 Proposals

1.2.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Families and Communities, following his verbal presentation, based on the functions as outlined in paragraph 1.1.4 of the report.

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Monitoring of Community Safety Activities including Western Suffolk Community Safety Partnership	
Report No:	OAS/SE/16/009	
Report to and date:	Overview and Scrutiny Committee	20 April 2016
Portfolio holder:	Cllr Robert Everitt Portfolio Holder for Families and Communities Tel: 01284 769000 Email: Robert.everitt@westsuffolk.gov.uk	
Lead officer:	Davina Howes Head of Families and Communities Tel: 01284 757070 Email: Davina.howes@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on community safety activity in West Suffolk including the Western Suffolk Community Safety Partnership (WSCSP) from April 2015 to March 2016.	
Recommendation:	Overview and Scrutiny Committee: It is <u>RECOMMENDED</u> that members consider and discuss the information outlined in this report.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	The annual monitoring report draws on information from partner agencies relating to community safety issues. Due to the sensitivity some information remains restricted.	
Alternative option(s):	<ul style="list-style-type: none"> • Not required. 	

Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Funding for Domestic Homicide Reviews (DHRs) - A decision was agreed through the Strong and Safe Communities Group (SSCG), that DHRs will be funded equally by the statutory partners of the CSP in the area where the review is being conducted. Funding for ECINs (case conferencing management system) A decision was agreed through the SSCG that Suffolk local authorities will contribute £2000 each year until 2017 to enable ECINs to continue to be used. After this date, the Police Athena IT platform will be used. 	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Community Safety Partnerships are statutory bodies and are required to carry out a number of statutory duties. S 17 of Crime and Disorder Act requires local authorities to consider crime and disorder in all their functions. 	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <ul style="list-style-type: none"> 	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
Strength of partnership working is lost due to changes and reorganisation of key statutory partners	High	Review role of partnership working and ensure all key partners have a key responsibility	Medium
Return to silo working within partners and withdraw from engagement	Medium	Members and leadership team to encourage and embed partnership working in all areas of business for the council(s)	Low
Ward(s) affected:		All wards across West Suffolk	

Background papers: <i>(all background papers are to be published on the website and a link included)</i>	The Police and Crime Commissioner Plan (2013 -2017): www.suffolk-pcc.gov.uk
Documents attached:	Appendix A – Western Suffolk Community Safety Partnership Project Plan 2015/16

1. Key issues and reasons for recommendation

1.1 Western Suffolk Community Safety Partnership

- 1.1.1 Over the past year, the Western Suffolk Community Safety Partnership (WSCSP) continued to meet and to discharge its statutory duties by carrying out an annual assessment of crime, producing an annual plan and carrying out Domestic Homicide Reviews as required.
- 1.1.2 In May 2015, the WSCSP completed and published its partnership plan and project plan for identified community priorities for 2015/16. The project plan is attached as **Appendix A**. The progress of the identified community concerns will be evaluated at the April meeting of the WSCSP
- 1.1.3 The WSCSP has completed a Domestic Homicide Review (DHR) for the Babergh area. The draft report, compiled by an independent chair commissioned by the Partnership, has been shared with the Chair and has now been submitted to the Home Office for approval. The review findings cannot be published until this approval has been given. The cost of the review will be in the region of £7,000 which will be shared equally among the statutory partners of the WSCSP.
- 1.1.4 The WSCSP commissioned a 'Domestic Abuse round table event' to clarify and coordinate Domestic Abuse activities in Forest Heath and St Edmundsbury areas. The event took place in April 2015. The purpose of this event was to reduce incidences of domestic abuse, respond better and reduce re-offending in West Suffolk. A draft action plan was drawn up, however this coincided with the formation of the Safe and Strong Communities Group (see 1.2) and the identification of domestic abuse as one of the workstreams that required a 'deep dive' exercise. Rather than have duplication of effort, the WSCSP round table action plan was put on hold until the outcome of this exercise are shared. The round table event was a useful mechanism for problem solving and further events may be held to take forward the findings from the 'deep dive' as necessary.

1.2 Strong and Safe Communities Group (SSCG)

- 1.2.1 Following a recommendation from the Health and Wellbeing Board (HWB) in February 2015, it was recognised that there was a need to have countywide strategic coordination of community safety issues. As a result, the SSCG was formed from a number of partners across Suffolk. The Group's purpose is to:
- (i) provide a strategic steer and coordination in the key areas for community safety across the county;
 - (ii) reduce duplication; and
 - (iii) ensure that partners share one set of data and intelligence.
- 1.2.2 Chaired by Ian Gallin, the multi agency group has identified four key workstreams on which to focus as they are considered to present the greatest threat, risk and harm to our communities. These four work-streams are:

- (i) domestic abuse;
- (ii) sexual exploitation;
- (iii) cyber crime; and
- (iv) youth violence and gangs.

A lead from the SSCG has been identified for each workstream and a scoping exercise is underway for each issue which will determine the current intelligence/data situation, what action is being taken already, what else is required and what implications this may highlight. The SSCG reports quarterly to the Health and Wellbeing Board.

- 1.2.3 Membership of the SSCG includes: District and Borough Councils, Clinical Commissioning Group, Public Health, Police, Youth Offending Service, Adult Safeguarding, Children's safeguarding, Police and Crime Commissioner and chairs of Community Safety Partnerships.

1.3 Anti Social Behaviour (ASB)

- 1.3.1 The multi agency ASB group continues to meet fortnightly in the St Edmundsbury area.
- 1.3.2. The group considers only high risk (as identified by a risk assessment matrix), repeat victims or vulnerable victims and each case is managed through the shared case management system. All West Suffolk council services refer cases to this meeting where using ASB legislation is being considered. As a result of continuing ASB issues, a community protection notice warning letter has been recently issued by St Edmundsbury Borough Council and will progress to a full notice if the warning is breached. Breach is a criminal offence and can incur a fixed penalty notice or a fine. The group is also preparing to discuss Suffolk Family Focus cases where ASB is the most dominant feature of the referral.
- 1.3.3 Lower level ASB can be referred by members of the community, Police or elected members. This information is passed to the relevant Families and Communities Officer who works with the community and partners to resolve issues in the first instance or move to refer to the ASB group to consider the use of ASB enforcement legislation.

1.4 PREVENT

- 1.4.1 The PREVENT strategy published by the government in 2011 is part of the country's Counter Terrorism strategy called CONTEST. The aim of the strategy is to reduce the threat to the UK from terrorism by stopping people becoming terrorists or supporting terrorism.
- 1.4.2 The PREVENT strategy has three specific strategic objectives;
 - (i) respond to the ideological challenge of terrorism and the threat we face from those who promote it;
 - (ii) prevent people from being drawn into terrorism and ensure that they are given appropriate advice and support;

- (iii) work with sectors and institutions where there are risks of radicalisation that we need to address.

In fulfilling the duty in S21 of the Act, it is expected that all specified authorities, of which District/Borough councils are one, will participate fully in the work to prevent people being drawn into terrorism and protecting vulnerable people and/or our national security.

1.4.3 Guidance specifically for local authorities was issued by the Home Office which includes:

- i. In two tier authorities, county and district councils will need to agree proportionate arrangements for sharing the assessment of risk and agreeing local PREVENT action plans.
- ii. Local authorities will be expected to ensure that all frontline staff have a good understanding of PREVENT and be able to recognise vulnerability to being drawn into terrorism.
- iii. Local authority staff will be expected to make appropriate referral to Channel (a programme which provides support to individuals who are at risk).
- iv. Use of Local Authority resources – in complying with the duty it is expected that local authorities will ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

1.4.4. In September 2015 the Home Office made an offer of a grant of up to £10,000 to be made available to each Local Authority to assist the roll out of action plans and enhance awareness raising activities. The grant, which must be spent and activities delivered by 31 March 2016 will be paid in arrears. St Edmundsbury registered to receive the grant funding. In kind costs for delivery of awareness raising workshops, will be made to SEBC and this funding will be ring fenced for use in strengthening families and communities work as per the Families and Communities strategy.

1.4.5 A countywide operational group agreed to pool some of the funding to reduce duplication of effort, ensure consistency of delivery across the county and to enable action to be taken within the tight timescale set by the government. The group coordinated the submissions for funding for projects across the areas.

1.4.6 The following projects have been commissioned and delivered for the St Edmundsbury area:

- i. Awareness raising Home Office training sessions for internal and commissioned services frontline staff. (x13)
- ii. Participation in a countywide awareness raising conference for statutory and voluntary partners, held 22/3/2016.

- iii. Young People's DVD – talking heads DVD of Suffolk Young People talking about radicalisation, belonging, sense of belonging, being British (available on www.ltai.info the 'Let's Talk About it' website).
- iv. Dialogue conference and Materials for education settings, developing materials to share concerns about radicalisation, world events, being British, sharing solutions and ideas. St Benedict's Upper School in Bury St Edmunds volunteered to be involved in this project.
- v. Public poster to raise awareness has been developed.
- vi. A bespoke training session has been delivered in Bury St Edmunds and Newmarket for twelve people who have either learning difficulties, mental ill health or are low level learners.

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**Western Suffolk Community Safety Partnership
Action Plan 2015 – 2016**



The rolling action plan 2015 - 2016 for the WSCSP is detailed below. This is subject to addition or amendment throughout the year.
Below are details of all projects supported the WSCSP

Community Concern	Aim	Project/Community Solution	Outputs	Outcomes	Timescale	Project lead	Partner involvement	Update
West Suffolk Domestic Abuse Forum	To establish a support network in Forest Heath/St Edmundsbury in relation to Domestic Abuse	West Suffolk Domestic Abuse Network (informal meeting) Projects and initiatives as and when identified by the network group	1) Informal networking meetings 2) Caring Dads Campaign 3) Freedom Programme in Brandon	Increase in provision across the west of Suffolk	31/3/2016	Local Authority	All partners	1) 6 meetings have been held in 15 -16 The forum organised a networking event for partners at RAF Honington May 15 th . This was positively received and will be repeated during 16 -17 2) 1 course held in Newmarket started in Feb 2015 for 12 weeks - 12 Dads attended. Formal evaluation to come. 3) Continuing rolling programme held at London Road church, Brandon

**Western Suffolk Community Safety Partnership
Action Plan 2015 – 2016**

Community Concern	Aim	Project/Community Solution	Outputs	Outcomes	Timescale	Project lead	Partner involvement	Update
Domestic Abuse round table event	Clarity and coordination of DA issues in Western Suffolk	Hold regular round table closed DA strategic meetings for Western Suffolk	1)Meetings and Action Plan Links to county DA forum	Coordinate provision, identify gaps	31/3/2016	Local Authority	All partners	1)Round table event held April 2015. Funding identified for SEBC/Forest Heath to support provision. Subject to delay due to duplication with work of sscg workstream
RuralCrime Concerns	To reduce the fear of crime perception in rural areas	Establish main cause of concern for communities	1)Meet/consult with community groups to determine extent of the issues 2) Ensure initiatives are promote in the rural areas	Reduction in fear of crime	31/3/2016	CSO/Cllr – Babergh and Mid Suffolk	SCC (Trading Standards)/ Parish Councils/ Police	Update to be provided at April 2016 CSP meeting by Babergh/mid Suffolk CSP rep councillors
Expansion of street watch scheme	To reduce the fear of crime perception and support community efforts to look after their own areas	Establish current initiatives within Suffolk working with community groups (Trading Standards) Expand street watch scheme networks	1)Roll out of new watch schemes	Identify and increase number of watch schemes in rural areas	31/3/2016	CSO/Cllr – Babergh and Mid Suffolk Suffolk Police -Alan Osborne	Parish Councils/ Police	Update to be provided at April 2016 WSCSP meeting by Babergh/mid Suffolk CSP rep councillors/Police

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	On-Street Parking - Skyliner Way, Bury St Edmunds – Update	
Report No:	OAS/SE/16/010	
Report to and date:	Overview and Scrutiny Committee	20 April 2016
Portfolio holder:	Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Steven Wood Head of Planning and Growth Tel: 01284 757306 Email: steven.wood@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on alternative funding options now available to alleviate the parking issues in Skyliner Way, Bury St Edmunds. And improve traffic flow in Skyliner Way before the completion of the Eastern Relief Road.	
Recommendations:	<p>It is <u>RECOMMENDED</u> that:</p> <ol style="list-style-type: none"> 1. The Committee <u>notes</u> progress made since the last meeting (January 2016); and 2. The Committee supports the action taken by the Head of Planning and Growth in identifying alternative funding from the Borough Councils budgets and in the light of this news asking for a contribution towards the cost of the provision of a Layby in Skyliner Way from: <ol style="list-style-type: none"> a) the locality budget of the Suffolk County Councillor for Moreton Hall; and b) asking the County Highways team to reconsider making a contribution towards this project. 	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>		
Consultation:	<ul style="list-style-type: none"> Suffolk County Council Highways Head of Operations West Suffolk 		
Alternative option(s):	<ul style="list-style-type: none"> The Highways Authority are considering an alternative to the proposed layby to create bays to widen the road on the north side of Skyliner Way. 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any legal and/or policy implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<i>Are there any equality implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Failure to recognise parking issues	Medium	Continually monitor and provide mitigation through Suffolk County Council and Police	Low
Unsuccessful Funding applications	High	Borough Council identify alternative funding budgets	Low
Ward affected:	Morton Hall Ward		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	None		
Documents attached:	Appendix A - Map of Skyliner Way. Bury St Edmunds		

1. Key issues and reasons for recommendations

1.1 Background

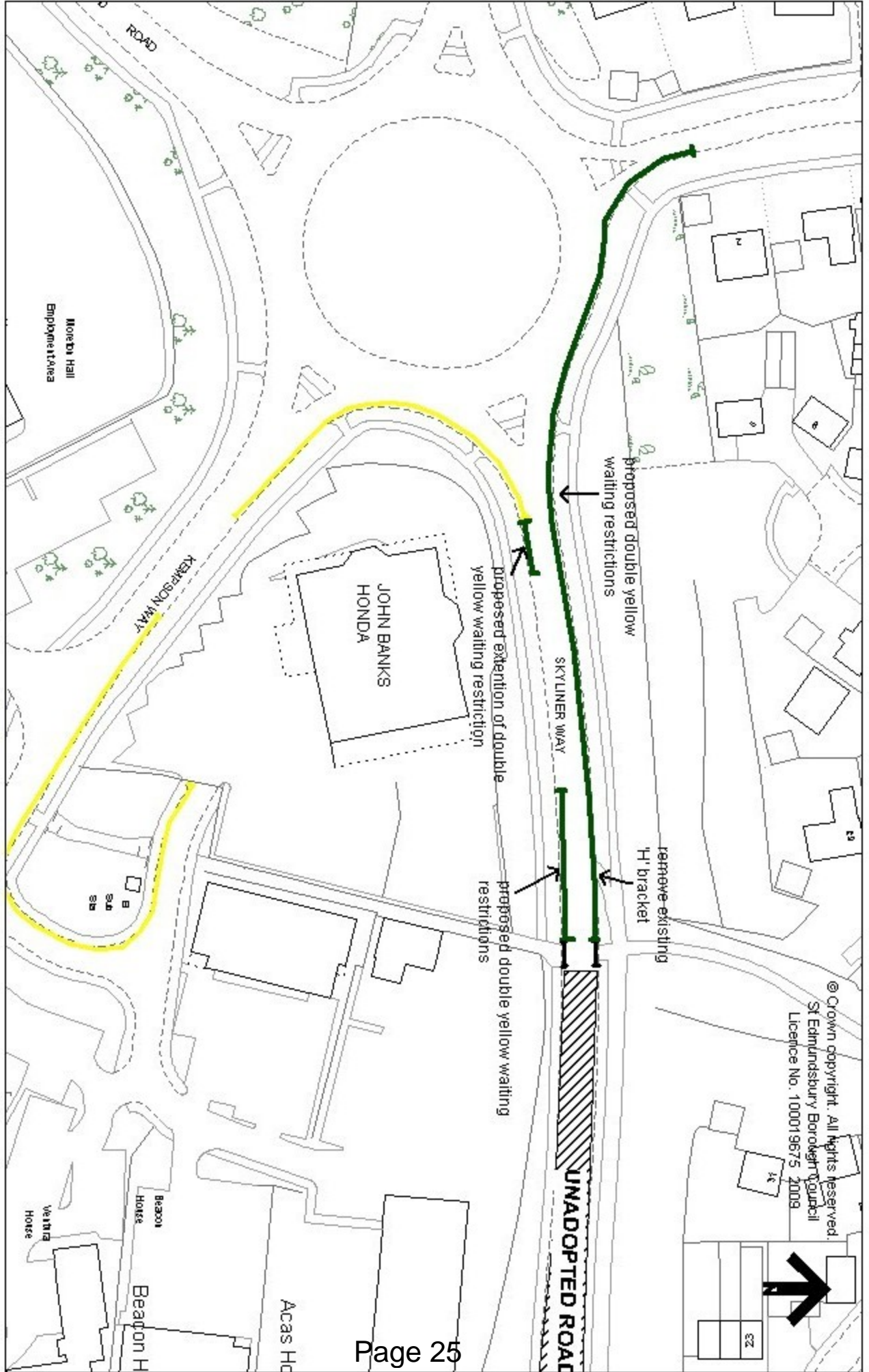
- 1.1.1 The on-street parking problems in Skyliner Way, Bury St Edmunds, were brought to the attention of the Committee at their meeting on 3 March 2010, as a Councillor Call for Action (CCfA) notification made by Councillor Trevor Beckwith. He felt that the Officers, at the time, had not addressed the issue to his satisfaction.
- 1.1.2 The Borough Council had an agency agreement with Suffolk County Council and had responsibility for all highway issues in the Borough including on-street parking controls. The Highway department felt that, in general, an acceptable level of on-street parking helps to reduce traffic speeds and does not create an issue unless the level of parking is such that there is a continuous line of parked vehicles that drivers have to commit themselves to passing without being able to see traffic approaching from the opposite direction. It was felt that the introduction of wholesale waiting restrictions would only move those parked vehicles to other locations.
- 1.1.3 The Committee, at its meeting on 22 April 2015, acknowledged that it would be expensive to create a layby, but felt this was the most viable option and that any parking restrictions should not be implemented until all options for a layby had been exhausted.
- 1.1.4 The Suffolk County Council Western Area Highways team (SCC) carried out investigations to establish the feasibility of creating a layby including the current depth of various utility services, as this would impact on costs. On completion of these investigations SCC established that a Layby would be feasible in this location and reported to the July 2015 Committee that a layby would cost in the region of £25,000.
- 1.1.5 The Western Area Highways Manager informed the committee that the Highway Authority did not regard the provision of parking as part of its function and as a result did not provide any direct funding for provision of parking places.
- 1.1.6 The Borough Council, however, submitted a bid in July 2015 to the On-Street Parking Account held by the Highway Authority for the full cost of creating a layby parking facility in Skyliner Way.
- 1.1.7 At its January 2016 meeting the Committee received a verbal update from the Principal Planning Officer (Major Projects) and the Western Area Highways Manager (Suffolk County Council), which advised Members on the unsuccessful bid application to the Highway Authorities On-Street Parking Account for £25,000 to implement verge parking in Skyliner Way, Bury St Edmunds.
- 1.1.8 The Committee unsurprisingly was disappointed that the bid application had not been successful. Members scrutinised the verbal update in detail and felt this needed to be looked at again and queried whether the application could be re-submitted. The eastern relief road would become a major route into Bury St Edmunds and the Committee felt SCC needed to do something now rather than in the future.

2. Funding

- 2.1 Owing to the importance of Skyliner Way in relation to the recently approved Eastern Relief Road (ERR) the Head Of Planning and Growth has been pursuing alternative funding sources to see whether this project could be brought forward before the ERR was scheduled to be completed towards the end of 2017. In doing so the County have revisited the costs of the project which have increased to £35,000. SCC has also agreed to manage the construction work if funding could be found.
- 2.2 The Head of Planning and Growth has identified funds within the Borough Councils budgets that could be allocated to this project. In addition has asked the local County Councillor whether he would be willing to make a contribution from his Locality budget to help deliver the project.
- 2.3 In the light of the Borough's significant contribution the Head of Planning and Growth has asked the County Council whether they wished to review their position and also make a contribution to the establishment of a parking facility along Skyliner Way to improve traffic flow in readiness of the anticipated increases in traffic when the ERR is complete. The Head of Planning and Growth will report the result of these requests and the subsequent Borough Council contribution at the meeting.

SKYLINER WAY, BURY ST EDMUNDS

- = existing H brackets
- = existing double yellow waiting restrictions
- = proposed double yellow waiting restrictions



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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Review and Revision of the Constitution	
Report No:	OAS/FH/16/011	
Report to and date:	Overview and Scrutiny Committee	20 April 2016
Portfolio holder:	Ian Houlder Portfolio Holder for Resources and Performance Tel: 01284 810074 Email: ian.houlder@stedsbc.gov.uk	
Lead officer:	Steven Boyle Interim Service Manager (Legal)/Monitoring Officer Tel: 01284 757165 Email: steven.boyle@westsuffolk.gov.uk	
Purpose of report:	To note the minor amendments made to the St Edmundsbury Borough Council Constitution arising from changes to legislation, changes to staffing structures/ job descriptions or changes in terminology.	
Recommendation:	It is <u>RECOMMENDED</u> that the minor amendments undertaken by the Monitoring Officer under delegated authority, as set out in Appendix A to this report, be <u>noted</u>.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	• Not applicable.	
Alternative option(s):	• Not applicable.	
Implications:		
<i>Are there any financial implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any staffing implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<i>Are there any ICT implications? If yes, please give details</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Under the Local Government and Housing Act 1989, the Monitoring Officer is responsible for the operation of the Council's Constitution. Under S37 of the Local Government Act 2000, a local authority which is operating executive arrangements, must prepare and keep up-to-date, a document (referred to as their constitution).	
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
Confusion, mistakes and legal challenge if delegations in the Constitution do not reflect actual Council and Officer practice	High	Ongoing review and revision to ensure that the Constitution is up-to-date	Low
Ward(s) affected:		All Wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		St Edmundsbury Borough Council Constitution - 21 March 2016	
Documents attached:		Appendix A – Minor Amendments made to the Constitution by the Monitoring Officer under Delegated Authority - January to March 2016	

1. Key issues and reasons for recommendation(s)

1.1 Heading

1.1.1 Article 14 of the St Edmundsbury Borough Council Constitution refers to the review and revision of the Constitution.

1.1.2 Paragraph 14.1.1 of Article 14 states that:

"14.1.1 The Monitoring Officer will monitor and evaluate the operation of the Constitution to ensure that its aims and principles are given full effect."

1.1.3 Paragraph 14.4.3 of Article 14 also states that:

"14.3.3 The Monitoring Officer, in consultation with the Head of Paid Service and relevant Portfolio Holder, has delegated authority to make minor amendments to the constitution arising from changes to legislation, changes to staffing structures or job descriptions or changes in terminology. Such changes will be reported quarterly to the Overview and Scrutiny Committee. The Monitoring Officer also has authority to amend the constitution to implement decisions of the Leader in relation to the delegation of executive functions to the Cabinet."

1.1.4 **Appendix A** to this report sets out the minor amendments which have been made to the St Edmundsbury Borough Council Constitution, under the delegated authority of the Monitoring Officer, from January to March 2016.

1.1.5 All Members of the Council have also been informed of these minor amendments, as part of the ongoing review and revision of the Constitution. The latest updated version of the Constitution is also available on the Council's website and is available for inspection by members of the public, upon request.

St Edmundsbury Borough Council

Review and Revision of the Constitution

Minor Amendments made by the Monitoring Officer under Delegated Authority – January to March 2016

Amendment Date	Approved By	Sections of the Constitution Affected	Nature of Amendment
19 January 2016	Monitoring Officer	Part 4 – Committee Procedure Rules Paragraph 9 (Substitutes – Powers and Duties) Paragraph 9.3	Inclusion of additional paragraph 9.3, to provide further clarity to the appointment of temporary substitutes.
19 January 2016	Monitoring Officer	Part 7 – Management Structure	Management structure was updated to reflect the appointment of the new Director.
29 March 2016	Monitoring Officer	Part 1 – Summary and Explanation (The public's rights)	To update the contact information for the Council's Monitoring Officer.

Amendment Date	Approved By	Sections of the Constitution Affected	Nature of Amendment
29 March 2016	Monitoring Officer	Part 4 – Rules of Procedure – Council Procedure Rules	Amending of job titles from Service Manager (Democratic Services and Elections) to Service Manager (Legal) to reflect changes to role responsibilities.
29 March 2016	Monitoring Officer	Paragraph 13 – Voting Paragraph 13.3 (Show of Hands) Paragraph 13.4.2 (Recorded Vote) Paragraph 19 – Suspension and amendment of Council procedure rules Paragraph 19.1 (Suspension)	Paragraph amended to reflect the statutory requirement for the taking of a recorded vote for approval of the budget or setting of council tax. Paragraph amended to reflect the statutory requirement for the taking of a recorded vote for approval of the budget or setting of council tax. Paragraph amended to correct reference to paragraph numbers.
29 March 2016	Monitoring Officer	Part 4 – Committee Procedure Rules	Amending of job titles from Service Manager (Democratic Services and Elections) to Service Manager (Legal) to

Amendment Date	Approved By	Sections of the Constitution Affected	Nature of Amendment
			reflect changes to role responsibilities.
29 March 2016	Monitoring Officer	Part 5 – Codes of Conduct Code of Conduct for Members Communications Unit Publicity Protocols	Amendment to The Suffolk Local Code of Conduct, for the purposes of clarity to the term 'co-opted members'. This Protocol has been removed from the Constitution as it is out-of-date and has also been superseded by new national publicity law.

Overview and Scrutiny of Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Work Programme Update	
Report No:	OAS/SE/16/012	
Report to and date:	Overview and Scrutiny Committee	20 April 2016
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 07890 198957 Email: diane.hind@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016 and current Task and Finish Groups running (Appendix 1);</p> <p>2) To remind Members to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny (Appendix 2).</p>	
Recommendation:	<p>Overview and Scrutiny Committee:</p> <p>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016.</p>	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Documents attached:	<p>Appendix 1 – Current Work Programme and Task and Finish Group</p> <p>Appendix 2 - Work Programme Suggestion Form</p>	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting.

1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action. The current position of the work programme for the next few months is attached at **Appendix 1** for information.

1.2 Member Work Programme Suggestion Form

1.2.1 Attached at **Appendix 2** is the Member Work Programme Suggestion Form, which Members are reminded to complete when submitting future items for potential scrutiny.

1.2.2 This enables suggestions received to be considered by the Committee at each meeting.

Overview and Scrutiny Committee Rolling Work Programme (St Edmundsbury Borough Council)

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Officer	Details
8 June 2016		
Draft West Suffolk Annual Report 2015-2016	Leader of the Council / Policy Officer	To provide an input to this important document.
Portfolio Holder Presentation	Leader of the Council	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Dog Fouling in West Suffolk	Head of Operations	Update on Council initiatives following report presented to the Committee on 22 July 2015, and the outcome of the Barking and Dagenham 3 month Dog DNA trial, which commenced on 21 January 2016.
New Housing Development Sites Joint Task and Finish Group	Service Manager (Planning – Development)	Final report – to jointly review with St Edmundsbury Borough Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update and Re-appointments to Task Groups/SCC Health Scrutiny	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales. (To re-appoint members to current Task and Finish Groups and to the Suffolk County Council Health Scrutiny Committee for 2016-2017.

Description	Lead Officer	Details
20 July 2016		
Portfolio Holder Presentation	Housing	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 1)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
14 September 2016		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Housing Development Company Annual Business and Delivery Plan	Head of Housing	To scrutinise the Housing Development Company Annual Business and Delivery Plan.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 November 2016		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Car Parking	Car Parks Manager	To receive an annual report on car parking in the Borough

Description	Lead Officer	Details
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Futures items to be programmed at a later date

1. Future Developments for Regional Transport in West Suffolk (A1307) – Progress Report.
2. Update on North West and North East Haverhill including Haverhill Town Centre Master Plan.
3. Decisions Plan: West Suffolk Operational Hub

Current position of Overview and Scrutiny Task and Finish Groups

	Title	Purpose	Start date	Members appointed	Estimated End date	
1.	New Housing Development Sites (Joint Scrutiny Review)	<p>To jointly review with Forest Heath District Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.</p> <p><u>Update</u></p> <p>Following the meeting on 14 December 2015, the Development Manager undertook to agree the details of the highways adoption conditions with the other Suffolk Authorities and the County Council. Whilst agreement has been established in principle the details are yet to be agreed. Consequently, there is no final report to present at the moment. Every effort will be made to report to the next meeting on 8 June 2016.</p>	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	9 March 2016 20 April 2016	
			Progress updates	23 January 2014	<u>Forest Heath</u> Ruth Bowman Bill Sadler	
			20 April 2016		8 June 2016	



**Suggestion for Scrutiny Work Programme Form
(To be considered by the Overview and Scrutiny Committee)**

Suggestion from:

What would you like to suggest for investigation / review?
Please continue on a separate sheet if necessary

What are the main issues / concerns to be considered?
Please continue on a separate sheet if necessary

Would this review benefit from a "West Suffolk" approach (i.e. joint scrutiny by both Councils), or is it relevant only to your council?

Who is responsible for providing this service, or tackling the issue in question?
Have you spoken to them, and if so, what was the response?
What is the Portfolio Holders view on this issue?
What would be the likely benefits and outcomes of carrying out this investigation / review?
Estimated Committee and officer resource implications (eg research group, one-off report, dedicated meeting etc)
Suggested witnesses, documentation and consultation

Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)	
Increased opportunities for economic growth	
Resilient families and communities that are healthy and active	
Homes for our communities	

Will this investigation / review contribute to the achievement of one or more of the commitments within the Council's Strategic Plan 2014-2016? If so, which (please tick)	
Increased opportunities for economic growth:	
1. Benefit growth that enhances prosperity and quality of life.	
2. Existing businesses that are thriving and new businesses brought to the area.	
3. People with the educational attainment and skills needed in our local economy.	
4. Vibrant, attractive and clean high streets, village centres and markets.	
Resilient families and communities that are healthy and active:	
1. A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.	
2. People playing a greater role in determining the future of their communities.	
3. Improved wellbeing, physical and mental health.	
4. Accessible countryside and green spaces.	
Homes for our communities:	
1. Sufficient housing for current and future generations, including more affordable homes; improvements to existing housing.	
2. New developments that are fit for the future, properly supported by infrastructure, and that build communities, not just housing.	
3. Homes that are flexible for people's changing needs.	

Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)	
Public Interest: The concerns of local people should influence the issues chosen by overview and scrutiny.	
Impact (Value): Priority should be given to issues that make the biggest difference to the social, economic and environmental wellbeing of the area, and which have the potential to make recommendations which could lead to real improvements. The outcome must also be proportionate to the cost of carrying out the review in terms of staff and councillor time.	
Relevance: Overview and scrutiny must be satisfied that an issue identified for review is relevant and does not duplicate existing work being undertaken elsewhere by various Working Groups, Cabinet, partners etc.	
Partnership working or external scrutiny: The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	

Would you like to be involved in the investigation / review?	
Yes	No
Date of request:	Signed

Please return this form to the:

Scrutiny Officer, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)