

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 11 June 2015										
Time:	6.00 pm										
Venue:	Council Chamber District Offices College Heath Road Mildenhall										
Full Members:	<p style="text-align: center;">Chairman Simon Cole</p> <p style="text-align: center;">Vice Chairman Bill Sadler</p> <p><u>Conservative Members (7)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Barker</td> <td style="width: 33%;">Christine Mason</td> </tr> <tr> <td>David Bimson</td> <td>Bill Sadler</td> </tr> <tr> <td>John Bloodworth</td> <td>Lance Stanbury</td> </tr> <tr> <td>Ruth Bowman</td> <td></td> </tr> </table> <p><u>West Suffolk Independent Members (2)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Andrew Appleby</td> <td style="width: 33%;">Simon Cole</td> </tr> </table> <p><u>UKIP Member (1)</u> Reg Silvester</p>	Chris Barker	Christine Mason	David Bimson	Bill Sadler	John Bloodworth	Lance Stanbury	Ruth Bowman		Andrew Appleby	Simon Cole
Chris Barker	Christine Mason										
David Bimson	Bill Sadler										
John Bloodworth	Lance Stanbury										
Ruth Bowman											
Andrew Appleby	Simon Cole										
Substitutes:	Named substitutes are not appointed										
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:	Three Members										
Committee administrator:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk										

Agenda

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Procedural Matters

Part 1 - Public

- 1. Apologies for Absence**
- 2. Substitutes**
- 3. Public Participation**

Members of the public are invited to put questions/statements of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only.
- 4. Minutes** **1 - 8**

To confirm the minutes of the meeting held on 12 March 2015 (copy attached).
- 5. Overview and Scrutiny Draft Annual Report 2014-2015** **9 - 22**

Report No: **OAS/FH/15/005**
- 6. Decisions Plan: July 2015 to May 2016** **23 - 38**

Report No: **OAS/FH/15/006**
- 7. Work Programme Update, Re-appointments to Task and Finish Group / Suffolk Health Scrutiny Committee** **39 - 48**

Report No: **OAS/FH/15/007**

Informal Joint Overview and Scrutiny Committee



Forest Heath
District Council

**Notes of the Informal Joint Overview and Scrutiny Discussions held
on Thursday 12 March 2015 at 5.00pm in the Council Chamber,
District Offices, College Heath Road, Mildenhall**

PRESENT: St Edmundsbury Borough Council (SEBC)

Councillor Ian Houlder
(Chairman of the informal discussions)

Councillors Patrick Chung, Diane Hind, Paul Hopfensperger, Stefan Oliver, Joanna Rayner, Jim Thorndyke, Frank Warby and Patricia Warby

Forest Heath District Council (FHDC)

Councillors David Bimson, Rachel Hood, Tim Huggan, Michael Jefferys, and Tony Simmons.

IN ATTENDANCE: SEBC Councillor John Griffiths, Leader of the Council
FHDC Councillor James Waters, Leader of the Council
FHDC Councillor Robin Millar, Portfolio Holder for Families and Communities

REMEMBRANCE:

The Committee observed a one minute silence in remembrance of the late Councillor Geoffrey Jaggard, a former Member of the District Council and Vice-Chairman of Forest Heath's Overview and Scrutiny Committee.

Prior to the formal meeting, at 5.00pm informal discussions took place on the following three items:

- (1) Draft West Suffolk Annual Report 2014-15;
- (2) Monitoring the Western Suffolk Community Safety Partnership; and
- (3) Overview and Update of Planning Enforcement Service

All Members of St Edmundsbury Borough Council's Overview and Audit Scrutiny Committee had been invited to attend the District Offices, Mildenhall to enable joint informal discussions on the above reports to take place between the two authorities.

The Chairman of Forest Heath's Overview and Scrutiny Committee welcomed all those present to the District Offices, Mildenhall and advised on the format of the proceedings for the informal joint discussions and subsequent separate meetings of each authority, prior to handing over to the Chairman of St Edmundsbury's Overview and Scrutiny Committee, who would be chairing the informal joint discussions.

SEBC's Overview and Scrutiny Committee noted that under its Constitution, FHDC permitted public participation at its Overview and Scrutiny meetings. Therefore, for the purpose of facilitating this Constitutional requirement, it was proposed that public speaking should be permitted prior to the start of the informal discussions to enable any questions/statements to be considered by both Overview and Scrutiny Committees. On this occasion however, there were no questions/statements from members of the public.

Each report was then considered in the order listed on each authorities agenda.

1. **Draft West Suffolk Annual Report 2014-2015**

The St Edmundsbury Leader, together with the Forest Heath Leader, outlined the Draft West Suffolk Annual Report (2014-2015), which had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committee for their comments. This was the second joint annual report which Forest Heath and St Edmundsbury councils, working together as West Suffolk, had produced and it reflected a very busy year. For the first time, both councils shared a West Suffolk Strategic Plan which sets out the priorities to drive the way the councils worked and allocated resources from 2014-2016.

The covering report highlighted the key activities and developments which had been achieved over the financial year 2014-2015, with regard to the priorities set out in the West Suffolk Strategic Plan 2014-2016. The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described. The final version of the report would be designed and would include photographs to help illustrate the progress during the year.

Both Leaders highlighted relevant issues for the attention of the Committee, in particular economic growth which was a key area across West Suffolk.

Members examined the document in detail and asked a number of questions of both Leaders and officers, to which comprehensive responses were provided. In particular, discussions were held on the following:-

- (1) Improving educational attainment – members noted that West Suffolk College had recently secured £7m from the Local Enterprise Partnership for their Engineering Unit for skills in young people. Reference to this funding to be included in the final version of the document.
- (2) Closure of RAF Mildenhall and expansion of RAF Lakenheath – this should be seen as an opportunity, and members noted the work that was taking place.

- (3) Local community initiatives – include a selection of projects and initiatives which had taken place during the year across West Suffolk.
- (4) Community centre transfers – officers agreed to expand on the wording referencing Newbury Community Centre.
- (5) Stanton – officers agreed to revisit the wording.
- (6) Include reference of the merger of the two leisure trusts, Abbeycroft Leisure and Anglia Community Leisure in April 2015.
- (7) Locality budgets – officers agreed to check the wording relating to the examples of the type of projects funded by locality budgets.
- (8) Parks and green spaces – officers agreed to include reference to Brandon Country Park.
- (9) Developing West Suffolk’s planning policies – Amend second paragraph, last sentence to read ...development will *or will not* take place
- (10) Infrastructure and delivery – officers agreed to revisit the wording in the first sentence to include the words “seeking and demanding”.
- (11) Case study: Affordable homes in Barton Mills – it was highlighted that the Parish Council was the primary driving for the project along with the District Council and Community Action Suffolk. Final version of the document to be amended accordingly.
- (12) Councillor learning and development – the committees considered what could be done to encourage members to attend training and development sessions.

The Leaders wished to thank both Overview and Scrutiny Committees for their comments on the draft Annual Report. They also wished to thank officers and councillors from both authorities working together across West Suffolk.

On behalf of the Joint Informal Overview and Scrutiny Committee, the Chairman thanked the Leaders for their presentation of the Draft West Suffolk Annual Report 2014-2015 and all officers on writing the report.

2. **Monitoring the Western Suffolk Community Safety Partnership**

Councillor Robin Millar, Portfolio Holder for Families and Communities outlined the report, which updated Members on the progress of the Western Suffolk Community Safety Partnership (WSCSP) from April 2014 to February 2015. In 2014-2015 the Police and Crime Commissioner confirmed that Community Safety Partnerships would no longer be the commissioning bodies for the

community safety funding as this role was awarded to the Suffolk Community Foundation. In light of no funding being awarded to the WSCSP, the partnership ceased operating as a commissioning body and undertook a review of its role.

The WSCSP remained a statutory body and was required to complete an annual strategic assessment, produce a partnership plan and an action plan. In addition, it had a responsibility to conduct Domestic Homicide Reviews as required. A review workshop took place in April 2014, to enable partners to consider a new way of working. Attached as Appendix A to the report, was the WSCSP Plan, which reflected its new focus and identified a number of key actions. Also attached at Appendix B, was the Project Plan for community identified priorities. Over the next two years the WSCSP would continue to review its role in light of changing needs and demands and amend its role as appropriate.

Members scrutinised the report and asked a number of questions to which the Portfolio Holder and officers provided comprehensive responses. Discussions were held on the partnership's new way of working and the priorities identified in the strategic review. In particular understanding emerging issues and ensuring that the WSCSP identified its role within supporting this; for example, domestic abuse and human trafficking.

The Chairman thanked the Portfolio Holder and officers for their presentation of the Western Suffolk Community Safety Partnership Report.

(Councillor Jim Thorndyke left the meeting at 6.19pm during the consideration of this item).

3. **Overview and Update of Planning Enforcement Service**

The Head of Planning and Growth presented the report, which updated members on the newly formed Shared Planning Enforcement Team, including caseloads and forward work programme.

The Enforcement Team in 2015 would be consulting on producing a Local Enforcement Plan. The Plan would be in accordance with the National Planning Policy Framework, and gives Councils the opportunity to state what work they would do, how they would do it and what would be given priority.

One area of consideration was the attention to issues within Conservation Areas where additional resources or monitoring might be appropriate. A declaration of intent within a published plan would go some way to providing clarity to all parties concerned. Work was also being undertaken on making the Enforcement Registers available online and also on producing a periodic update to ward members and parishes so that they knew what enforcement cases were being looked at in their area.

Members scrutinised the report and asked questions to which the Head of Planning and Growth provided comprehensive responses. Members expressed their delight that a West Suffolk Enforcement Team had been established and that the team would especially be looking at enforcement issues within conservation areas.

On the conclusion of the informal joint discussions at 6.28pm, the Chairman formally opened the meeting of the Forest Heath District Council's Overview and Scrutiny Committee at 6.35pm, in the Council Chamber.

Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 12 March 2015** at **6.35pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Tony Simmons

David Bimson
Rachel Hood

Tim Huggan
Michael Jefferys

12. **Apologies for Absence**

Apologies for absence were received from Councillors Michael Anderson, Chris Barker, John McGhee and Tony Wheble.

13. **Substitutes**

There were no substitutes at the meeting.

14. **Public Participation**

There were no questions/statements from members of the public.

15. **Minutes**

The minutes of the meeting held on 18 December 2014 were accepted by the Committee as an accurate record and signed by the Chairman.

16. **Draft West Suffolk Annual Report 2014-15**

Further to the joint informal discussions held prior to the meeting on the Draft West Suffolk Annual Report 2014-2015, with Members of St Edmundsbury Borough Council's Overview and Scrutiny Committee, the Committee formally considered Report No: OAS/FH/15/001, which sought approval of the Draft West Suffolk Annual Report 2014-2015. Subject to the comments made during the informal joint discussions, with the vote being unanimous, it was:

RECOMMENDED

That the Draft West Suffolk Annual Report 2014-2015, as contained in Appendix A to Report No: OAS/FH/15/001 be approved, subject to comments made during the informal discussions.

17. **Monitoring the Western Suffolk Community Safety Partnership**

Further to the joint informal discussions held prior to the meeting on the Western Suffolk Community Safety Partnership Monitoring report, with Members of St Edmundsbury Borough Council's Overview and Scrutiny Committee, the Committee formally considered Report No: OAS/FH/15/002.

Members had scrutinised the report in detail and had asked a number of questions to which responses were duly provided.

There being no decision required, the Committee **noted** the contents of the report.

18. **Overview and Update of Planning Enforcement Service**

Further to the joint informal discussions held prior to the meeting on the Planning Enforcement Service overview and update report, with Members of St Edmundsbury Borough Council's Overview and Scrutiny Committee, the Committee formally considered Report No: OAS/FH/15/003.

Members had scrutinised the report in detail and had asked a number of questions to which responses were duly provided.

There being no decision required, the Committee **noted** the contents of the report.

19. **Revisions to Locality Budget Guidance and Locality Budget Application Form**

The Committee received Report No: OAS/FH/15/004, which updated the Committee on revisions made to the Locality Budget Scheme Guidance for Councillors and Application Form for 2015-2016. Since the scheme was introduced in June 2012, it had continued to operate well across the district. Between April 2014 and January 2015, 112 projects had been supported with a total of £37,100 allocated across the district. Taking into account the learning from the scheme over the past two years, revised guidance had been produced to assist Councillors develop the scheme further and ensure that funding was supporting community matters.

Attached at Appendix A to the report was the amended guidance and attached at Appendix B was the revised application form.

The revised application form had been designed to make it easier for Councillors to consider the merits of a community project or activity with some explanatory notes to accompany the form. There would also be the introduction of an online form which could be submitted electronically to the assigned Families and Communities Officer.

The views of the Committee were sought on the revised guidance for the locality budget scheme. Following the Committee's discussions, the revised guidance would come into effect after the Elections, providing newly elected members a foundation for their work in the community.

Members scrutinised the report in detail and asked a number of questions to which the Cabinet Member for Families and Communities duly responded. In particular, members suggested that paragraph 1.3 of the guidance be reworded as it was felt to be too prescriptive to only being able to fund projects within a Councillor's own ward.

There being no decision required, the Committee **noted** the contents of the report, subject to paragraph 1.3 of the guidance being reworded.

20. **Urgent Business**

There were no items of Urgent Business raised.

The Meeting concluded at 6.44pm

Signed by:

Chairman

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Overview and Scrutiny Draft Annual Report 2014-2015	
Report No:	OAS/FH/15/005	
Report to and dates:	Overview and Scrutiny Committee	11 June 2015
	Council	15 July 2015
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	This is the tenth Annual Report on the activity of the Overview and Scrutiny Committee. It intends to inform Members on the activity of the Committee carried out during the period May 2014 to April 2015.	
Recommendation:	That the Overview and Scrutiny Committee: Recommends to Council the approval of the Overview and Scrutiny Annual Report for 2014-2015.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	Is this a Key Decision and, if so, under which definition? 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"> The Outgoing Chairman of the Overview and Scrutiny Committee was consulted on the drafting of the Committee's Annual Report 	

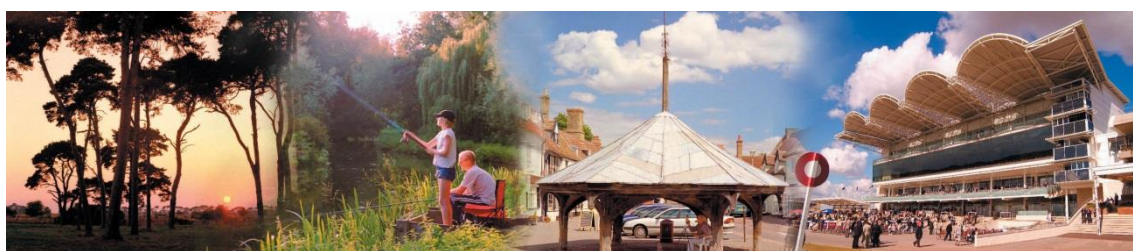
Alternative option(s):	• Not applicable to this report.		
Implications:			
Are there any financial implications? If yes, please give details	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any staffing implications? If yes, please give details	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any ICT implications? If yes, please give details	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any legal and/or policy implications? If yes, please give details	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any equality implications? If yes, please give details	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*
Failure to comply with the Council's Constitution to produce an Annual Report on Activity	Low	Annually report to Council in July following consideration by the Overview and Scrutiny Committee	Low
Wards affected:		There are none specific to this report.	
Background papers:		None	
Documents attached:		Appendix 1 – Draft Overview and Scrutiny Annual Report 2014-2015	



Forest Heath
District Council

Forest Heath & St Edmundsbury councils

West Suffolk
working together



Overview and Scrutiny Committee

Annual Report 2014 – 2015

Produced: May 2015

Approved by Council: **Insert date** July 2015

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Introduction



Councillor Tony Simmons
Chairman of the Overview and Scrutiny Committee (2014-2015)

Welcome to the tenth Annual Report on the overview and scrutiny function at Forest Heath District Council.

Overview and scrutiny is central to the decision-making process of the Council, and this Annual Report sets out the work of the committee during 2014-2015. The report is not intended to cover all the work of the committee in great detail, but to present some examples of where and how scrutiny has contributed to change, challenge and service improvements, and to give you a flavour of the work undertaken, in the hope that you will be encouraged to play more of a role in the scrutiny process in the coming year.

2014-2015 was another busy year for the committee, with the Overview and Scrutiny Committee carrying out several policy and scrutiny reviews alongside our usual workload. The Committee also held informal joint scrutiny meetings with members of St Edmundsbury Borough Council's Overview and Scrutiny Committee to discuss key issues for West Suffolk.

The committee held an Extraordinary Informal Joint and two Informal Joint Overview and Scrutiny Committee meetings during the year. On 13 May 2014, this joint approach enabled informal discussions to take place between the two authorities on the West Suffolk Annual Report 2013-2014; on 23 July 2014 the Draft West Suffolk Housing Strategy and on 12 March 2015, the Draft West Suffolk Annual Report 2014-2015.

I hope you find this Annual Report both informative and interesting, and that you will continue to follow the progress of the overview and scrutiny function at Forest Heath.

May 2015

What does Scrutiny do?

The scrutiny function of this and other councils was introduced under the Local Government Act 2000, which required councils to set up new structures to replace the old committee system. The aim of the Government's programme for modernising local government was for local people to know more about how their local council works and to get more involved, and for Councillors to have more interesting and rewarding work. As part of this, councils were required to establish at least one "overview and scrutiny committee" to monitor decisions made and where appropriate, to advise the Council on matters of policy or service delivery.

Forest Heath District Council operates with one Overview and Scrutiny Committee. The Committee looks back at how and why decisions were made, how services are functioning and where improvements can be made, but in its role as community leader it also looks at wider issues. It also examines new and evolving policies. The Committee comprises ten Members. The arrangements for appointments to the Committee are made without compliance with the political balance requirements in SS15 and 16 of the Local Government and Housing Act 1989.

What we don't do

Overview and Scrutiny does not deal with individual complaints. The council has a complaints procedure in place to deal with this. However, the Committee welcomes suggestions on wider issues which members of the public feel should be reviewed. The functions and responsibilities of the Committee are set out in detail in the Council's Constitution, which is available on the Council's website. The Committee also does not scrutinise the everyday work of the Council or its financial management arrangements as this is undertaken by the Performance and Audit Scrutiny Committee.

Responsibilities of the Overview and Scrutiny Committee

- Community leadership
- Reviews
- Pre-decision scrutiny
- Post implementation review
- Policy development and review
- External and joint scrutiny
- Call-ins and Councillor Calls for Action
- Holding the Cabinet to account
- Holding the Portfolio Holders to account
- Scrutiny improvement

As the Council's critical friend, the Overview and Scrutiny Committee holds the Cabinet, full Council and staff to account by monitoring the decision making process and testing existing practices to check they are working properly. It can also call in Cabinet decisions to check them before they are put into practice. The Overview and Scrutiny Committee is able to stand back from the decision making process, look at the outcomes for the people of Forest Heath and West Suffolk and contribute to ensuring improved performance.

The Committee also looks at the impact on the community of key plans and strategies within the Council's policy framework, investigating why things are as they are, researching options, challenging assumptions and suggesting improvements. When looking at a new policy, the Committee ensures it would contribute to the Council's priorities as set out in the West Suffolk Strategic Plan 2014-2016, and that any links to other Council policies demonstrate continuity.

In its policy development, the Committee aims to enhance services and make life better for people living and working in Forest Heath, as well as those visiting us.

The Committee has up to eight scheduled meetings per year.

How does Scrutiny work?

The Overview and Scrutiny Committee has a rolling work programme which prioritises the investigations it will carry out over the coming months and is reviewed and updated at each meeting. Managing the work programme with this flexibility enables the Committee to consider matters of local concern, not previously scheduled but which may merit inclusion during the year.

The Committee gathers evidence from a variety of sources including the Council's own information, other local authorities, partner organisations, service users, expert witnesses or research carried out by the committees themselves. Once it has gathered all the evidence the committee makes its report, complete with recommendations, usually to the Cabinet.

Call-ins

Any decision by Cabinet or a Cabinet Member may be "called in" by any five members of the Council. Call-in is used where Councillors have evidence which suggests that a decision was not taken in accordance with the principles of good decision making set out in the Constitution, or in the context of the Council's policy or budget framework, and is only used in exceptional circumstances.

Councillor Call for Action

The Councillor Call for Action (CCfA) was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 (the Act) and came into force on 1 April 2009. The Act enables any councillor to refer to the Overview and Scrutiny Committee any local government matter or any crime and disorder matter which affects their ward / division, within certain limitations. These limitations are set out in the Councillor Call for Action Protocol, which is available as part of the Council's Constitution. Since its introduction the Committee had received no Councillor Call for Action requests.

Training and Development

We recognise the importance of training and development for both Councillors and officers who support the scrutiny role at Forest Heath. Regular targeted training, both internally and externally has facilitated in the development of a successful scrutiny function.

Meetings

Meetings are held in public (except when exempt or confidential material is being discussed), and in order to prevent whole meetings being taken up by a single topic, "Task and Finish / Research" groups are set up to carry out major reviews and report back to the main committee with their recommendations.

Community involvement

The Committee works hard to develop and improve the scrutiny process at Forest Heath and aims to continually increase the involvement of stakeholders and public engagement at its meetings through public speaking.

The Committee gathers evidence with the involvement of external witnesses, and invites representatives to attend meetings to assist in its work.



Overview and Scrutiny Committee support

The Committee is supported by a Scrutiny Officer, who is the lead officer for both Forest Heath District Council and St Edmundsbury Borough Council's scrutiny functions. The post requires working closely with the Corporate Policy Team, the Chief Executive, Directors, Heads of Service, Cabinet Members, the Chairman / Vice-Chairman of the Committee and other Members of the Council.

For further information or answers to any queries relating to the Council's Overview and Scrutiny function or activities, please contact Christine Brain, Scrutiny Officer on (01638) 719729 or email Christine.brain@westsuffolk.gov.uk.

Members of Overview and Scrutiny (2014–2015)

The Committee comprises ten members, or as may from time to time be determined by the Council. No member of the Cabinet may be a member of the Overview and Scrutiny Committee.

 <p>Councillor Tony Simmons Committee Chairman</p>	<p>Committee Members</p> <p>Cllr Michael Anderson Cllr Chris Barker Cllr David Bimson Cllr Rachel Hood Cllr Timothy Huggan Cllr Michael Jefferys Cllr John McGhee Cllr Tony Wheble</p>	 <p>The late Councillor Geoffrey Jaggard Committee Vice Chairman</p>
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Review of the Past Year

This section describes some of the key scrutiny topics covered during the year (May 2014 to April 2015), and their associated outcomes.

Informal Joint Overview and Scrutiny Meetings

The Committee held three Informal Joint Overview and Scrutiny Committee meetings during the year with Members of St Edmundsbury's Overview and Scrutiny Committee to enable informal joint discussions to take place between the two authorities.

Following the informal joint discussions, the two Overview and Scrutiny Committee's then met separately and voted on the recommendations for consideration for each council's respective Cabinet.

Reviews carried out in Informal Joint Overview and Scrutiny Meetings

Draft West Suffolk Housing Strategy

On 23 July 2014, informal joint discussions took place to enable members to provide input as a consultee on the **Draft West Suffolk Housing Strategy**.

The Draft Strategy set out the strategic direction and the actions that West Suffolk could take to deliver the Strategy for current and future residents. These actions would directly contribute to the overall sense of community and wellbeing of West Suffolk. The aim was to enable the supply of new housing; making the best use of existing housing; and offering support for specialist housing to those who required it.

Members scrutinised the Draft Strategy in detail and asked a number of questions of the respective councils Portfolio Holders responsible for Housing.

The Committee recommended to Cabinet the approval of the contents of the West Suffolk Housing Strategy 2015-2018, subject to comments made during the informal joint discussions and other stakeholder comments received as part of the consultation process.

Members were advised that once the West Suffolk Housing Strategy was approved, it would be monitored and an annual report produced to track progress in delivering the Actions.

Western Suffolk Community Safety Partnership

The Informal Joint Committee on 23 July 2014 received its annual report on the work of the **Western Suffolk Community Safety Partnership (WSCSP)**. This was in line with the statutory provisions contained within Section 19-21 of the Police and Justice Act 2006 which extended the remit of Local Authorities to scrutinise the functioning of the local Community Safety Partnership (CSP).

The Cabinet Members with responsibilities for Families and Communities updated the Committee on the progress of the Western Suffolk Community Safety Partnership from April 2013 to March 2014. The report highlighted a number of individual projects the Community Safety Partnership had commissioned during 2013-2014 and the change to the future funding mechanisms. The report represented then final monitoring / close-out report to the WSCSP as a commissioning body.

The Committee was advised that as from April 2014, the WSCSP would no longer be a commissioning body, but would have an enabling and supportive role in the voluntary and community sector who could deliver against the priorities as well as a small number of statutory functions. The WSCSP was currently discussion how it would discharge these functions and a report on the future developments of the WSCSP would be presented to the Committee in due course.

On 12 March 2015, the Informal Joint Committee received an update on progress of the **WSCSP** from April 2014 to February 2015. In light of no funding being awarded to the WSCSP, the partnership ceased operating as a commissioning body and undertook a review of its role. A review workshop took place in April 2014 to enable partners to consider a new way of working. At the workshop it was agreed that elected members who represented the four councils at strategic level, would have a key role in ensuring that the partnership focused on community led issues, which reflected the West Suffolk Families and Communities Strategy and the strategic priorities of Mid Suffolk and Babergh councils. The partnership's plan over the next three years is to:

- Put communities at the heart of its work (focusing on the here and now); and
- Highlight strategic issues that may impact on West Suffolk (more forward looking, "horizon scanning").

Overview and Update of Planning Enforcement Service

The Informal Joint Committee on 12 March 2015 received a report on the **Planning Enforcement Service**, which had been raised by a member of the Committee as a work programme suggestion. The report updated Members on the newly formed Enforcement Team, including caseloads and forward work programme.

The Enforcement Team in 2015 would be consulting on producing a Local Enforcement Plan. The Plan will be in accordance with the National Planning Policy Framework, and gives Councils the opportunity to state what work they will do, how they will do it and what will be given priority. One area of consideration was the attention to issues within Conservation Areas where additional resources or monitoring may be appropriate. A declaration of intent within a published plan would go some way to providing clarity to all parties concerned. Work was also being undertaken on making the Enforcement Registers available online and also on producing a periodic update to ward members and parishes so that they knew what enforcement cases were being looked at in their area.

Policy Development and Review

The Committee received three reports during 2014-2015 (19 June 2014, 23 October 2014 and 12 March 2015) on the **Locality Budget Scheme**, which updated the Committee on how the scheme was progressing since it was launched in July 2012. (Further information can be found below, under Cabinet Liaison).

On 18 December 2014, the Committee provided input as a consultee on the **West Suffolk Homelessness Strategy**. The joint strategy set out what the West Suffolk councils, along with their partners, would do over the next three years to address and prevent homelessness, ensuring that there was sufficient suitable temporary accommodation and support for those who were homeless or threatened with homelessness. Members scrutinised the Draft Strategy in detail and asked a number of questions of the Cabinet Member for Planning, Housing and Transport.

The Committee recommended to Cabinet the approval of the contents of the West Suffolk Homelessness Strategy 2015-2018, subject to comments made by the Committee and other stakeholder comments received as part of the consultation process.

Cabinet Liaison

At an Extraordinary Informal Joint meeting held on 13 May 2014, the Committee jointly discussed the **West Suffolk Annual Report (2013-2014)** with the Leaders of both Councils. The report highlighted the key activities and developments which had been achieved over the financial year 2013-2014, with regards to the priorities set out in the Forest Heath Strategic Plan 2012-2016 and the St Edmundsbury Corporate Plan 2012-2016. The draft report reflected the fact that a great deal of the work our services carried out in the 2013-2014 financial year was on behalf of both Councils and for the benefit of all residents, visitors and businesses in West Suffolk; whilst allowing for the distinctive needs, activities and characters of the two councils' areas to be captured.

On the 12 March 2015, informal joint discussions with St Edmundsbury Borough Council took place on the **West Suffolk Annual Report (2014-2015)** with the Leaders of both Councils. The report highlighted the key activities and developments which had been achieved against the Council's priorities as detailed in the West Suffolk Strategic Plan 2014-2016.

The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described. These outline the work that is undertaken across West Suffolk highlighting the range of activities and services provided across our diverse localities.

The Committee also considers at each meeting the **Cabinet's Decisions Plan** and requests further information or involvement as necessary.

Cabinet Members who attended Overview and Scrutiny in 2014-2015

Cabinet Member for Families and Communities

On 19 June 2014, the Cabinet Member for Families and Communities presented the annual report on the Locality Budget Scheme, which updated the Committee on the scheme and included details of projects/activities supported since the scheme was introduced in June 2012. Discussions were held on the number of good projects which had benefited from the scheme; how the council intended to measure the effectiveness/benefits from the locality budget scheme moving forward over the next 2-3 years.

On 12 March 2015, the Cabinet Member for Families and communities presented the Local Budget Scheme, which updated the Committee on revisions to Locality Budget Guidance and Locality Budget Application Form for 2015-2016. Since the scheme was introduced in June 2012, it had continued to operate well across the district. Between April 2014 and January 2015, 112 projects had been supported with a total of £37,100 allocated across the district. Taking into account the learning from the scheme over the past two years, revised guidance had been produced to assist Councillors develop the scheme further and ensure that funding was supporting community matters. The revised application form had been designed to make it easier for Councillors to consider the merits of a community project or activity with some explanatory notes to accompany the form.

Cabinet Member of Health, Leisure and Culture

On 18 December 2014, the Cabinet Member for Health, Leisure and Culture provided an update on the council's activities relating to improving healthy lifestyles, which followed on from an earlier presentation to the Committee on 24 October 2013. The updated provided an overview of progress made so far by the Suffolk Health and Wellbeing Board; Suffolk Health Scrutiny Committee; West Suffolk Clinical Commissioning Group; Forest Heath Health and Wellbeing Forum; Live Well Suffolk, Community Health Coach; Healthy Health; Otago – Falls Prevention; Suffolk County Council Integrated Healthy Lifestyle Service and Anglia Community Leisure.

Cabinet Member for Resources, Governance and Performance

On the 18 December 2014, the Cabinet Member for Resources, Governance and Performance was invited to the meeting to update the Committee on the Joint Risk Management Strategy and the Joint Information and Communications Technology Strategy.

Call-ins and Councillor Calls for Action

This year no Councillor Call for Actions (CCfAs) were submitted, and there were also no call-ins.

Other

The Committee was given responsibility for scrutinising the Authority's use of its **surveillance powers** under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010, and received quarterly reports on the use of these powers. During 2014-2015, no such surveillance had been authorised.

The Committee during the year considered three work programme suggestions which had been submitted by Members and subsequently were included in the Committee's work programme.

Work Programme for 2015-2016

The Overview and Scrutiny Committee carries out some of its work in "Task and Finish / Research Groups", which undertake a specific piece of work for a short period of time, reports back to the Committee, then disbands. These groups add significantly to the Committee's ability to scrutinise particular policy or service areas and to make an impact on the performance of the Council. They can also help to increase the level of involvement of the public and other stakeholders.

The Committee has access to resources, to assist it in carrying out its work programme, which can be used, for example, in engaging specialist assistance, obtaining evidence, carrying out site visits, and paying for meeting accommodation, training and development.

The Overview and Scrutiny Committee has a rolling work programme, set a few meetings ahead, to enable it to be more reactive to changing priorities. In addition to any call-ins or Councillor Calls for Action which may arise, and additions to the rolling work programme through submitted work programme suggestions, the Overview and Scrutiny Committee will consider the following issues during the year:

- Directed Surveillance (Quarterly update)
- Cabinet Decisions Plan
- Annual Report 2015-2016
- Locality Budget Scheme (Biannual update)
- Local Air Quality Strategy Progress Report 2014-15

In addition to the above items, Extraordinary Informal Joint Scrutiny Sessions will be called, as necessary, with members of St Edmundsbury Borough Council's Overview and Scrutiny Committee to enable common issues to be scrutinised jointly.

For more information about how scrutiny works at Forest Heath District Council, please contact the Scrutiny Officer on (01638) 719729.



Forest Heath

District Council

**District Offices
College Heath Road
Mildenhall
Suffolk
IP28 7EY**

www.westsuffolk.gov.uk

Forest Heath & St Edmundsbury councils

West Suffolk
working together

Approved by Council: Insert date July 2015

**For more information please contact the Scrutiny Officer on
(01638) 719729 or email: christine.brain@westsuffolk.gov.uk**

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Decisions Plan: July 2015 to May 2016	
Report No:	OAS/FH/15/006	
Report to and date:	Overview and Scrutiny Committee	11 June 2015
Portfolio Holder:	James Waters Leader of the Council Tel: 01638 719324 Email: james.waters@forest-heath.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period July 2015 to May 2016. Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Audit and Governance related items published in the Decisions Plan.	
Recommendation:	Members are invited to peruse the Decisions Plan for items on which they would like further information on, or which they feel might benefit from the Committee's involvement.	
Documents attached:	Appendix 1 – Decisions Plan: July 2015 to May 2016	

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Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 June 2015 to 31 May 2016

Publication Date: 1 May 2015

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2016. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
14/07/15	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
14/07/15	Debt Management: Shared Recovery Policy The Cabinet will be asked to consider the recommendations of the St Edmundsbury's Overview and Scrutiny Committee and the Anglia Revenues and Benefits Partnership (ARP) Joint Committee in respect of seeking approval for a shared recovery policy applicable for all seven ARP Partners.	Not applicable	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations from the St Edmundsbury's Overview and Scrutiny Committee and ARP Joint Committee to Cabinet
14/07/15	West Suffolk Sundry Debt Management and Recovery Policy The Cabinet will be asked	Not applicable	(D)	Cabinet	Cabinet Member for Resources, Governance and Performance	Joanne Howlett Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Cabinet

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	to consider a new West Suffolk Sundry Debt Management Policy, which reflects revised practices that have been adopted in this area as a result of shared services across Forest Heath District Council and St Edmundsbury Borough Council and the implementation of the shared financial system.							
14/07/15	<p>West Suffolk Operational Hub: Business Case</p> <p>The Cabinet will be asked to consider and make recommendations to Council in respect of seeking approval for the business case for the West Suffolk Operational Hub (Waste) at Hollow Road Farm, Bury St Edmunds. This will also be subject to approval by Suffolk County Council and St Edmundsbury Borough Council.</p>	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	Leader of the Council	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
14/07/15	Suffolk Waste Partnership - Organic Waste Options The Cabinet will be asked to recommend to Council, options for the handling of organic waste, which will also be subject to approval of the authorities that comprise the Suffolk Waste Partnership.	Paragraph 3	(R) - Council 15/07/15	Cabinet/ Council	Deputy Leader and Cabinet Member for Environment and Waste	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council
14/07/15	Facilities Management Joint Venture Company The Cabinet will be asked to recommend to Council proposals for a Facilities Management Joint Venture Company, which is also being considered by St Edmundsbury Borough Council.	Paragraph 3	(R) - Council 15/07/15	Cabinet	Cabinet Member for Resources, Governance and Performance	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet, with recommendations to Council
14/07/15 (Deferred since 28/10/14)	Housing Investment Options: Housing Company	Paragraph 3	(D)	Cabinet	Cabinet Member for Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	The Cabinet will be asked to consider the current situation regarding the establishment of a Housing Company with St Edmundsbury Borough Council, prior to the full business case being presented later in 2015.							
14/07/15 (Deferred from 02/06/15)	Mildenhall Hub Project The Cabinet will consider the results of the initial due diligence of the Mildenhall Hub Business Case and, if applicable, identify preferred options for the next stages of the project.	Not applicable	(KD)	Cabinet	Leader of the Council	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet
15/09/15	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Forest Heath Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
15/09/15 (Deferred since 28/10/14)	Housing Investment Options: Housing Company The Cabinet will be asked to recommend to Council the business case for a wholly Council owned Housing Company.	Paragraph 3	(R) - Council 14/10/15	Cabinet/ Council	Cabinet Member for Planning, Housing and Transport	Simon Phelan Head of Housing 01638 719440	All Wards	Report to Cabinet, with recommendations to Council
27/10/15	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
22/12/15	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
10/02/16	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
05/04/16	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
17/05/16	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Cabinet Member for Resources, Governance and Performance	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

In accordance with Section 100A(3) (a) and (b) of the Local Government Act 1972 (as amended)

Confidential information is also not for public access, but the difference between this and exempt information is that a Government department, legal opinion or the court has prohibited its disclosure in the public domain. Should confidential information require consideration in private, this will be detailed in this Decisions Plan.

NOTE 2: KEY DECISION DEFINITIONS

Key decisions are:

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) Be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) Result in any new expenditure, income or savings of more than £50,000 in relation to the Council's revenue budget or capital programme.
 - (iii) Comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

NOTE: The tables in (a), (b) and (c) below, list the current Leader, Deputy Leader, Portfolio Holders and their respective portfolios.

This information is subject to change, following the District Council elections on 7 May 2015 and the election of the Leader of the Council and appointment of the Cabinet at the Annual Meeting of Council on 27 May 2015.

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
Councillor James Waters	Leader of the Council; No portfolio
Councillor Nigel Roman	Deputy Leader of the Council; Environment and Waste
Councillor Stephen Edwards	Resources, Governance and Performance
Councillor David Bowman	Economic Development and Tourism
Councillor Mrs Rona Burt	Planning, Housing and Transport
Councillor Warwick Hirst	Health, Leisure and Culture
Councillor Robin Millar	Families and Communities

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Councillor Michael Wassell	Councillor David Ambrose-Smith (Vice Chairman)	Councillor John Clark	Councillor Stephen Edwards	To be confirmed	Councillor David Ray	To be confirmed
Councillor Ellen Jolly (Chairman)	Councillor Lis Every	Councillor Chris Seaton	Councillor Nigel Roman	To be confirmed	Vacancy	To be confirmed
Substitute Breckland Cabinet Member	Substitute East Cambridgeshire District Council Cabinet Member	Substitute Fenland District Council Cabinet Member	Substitute Forest Heath District Council Cabinet Member	Substitute Suffolk Coastal District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member	Substitute Waveney District Council Cabinet Member
Councillor Elizabeth Gould	Vacancy	Councillor Ralph Butcher	Councillor James Waters	To be confirmed	Councillor Terry Clements	To be confirmed
Vacancy	Vacancy	Vacancy	Vacancy	To be confirmed	Councillor John Griffiths	To be confirmed

(c) **Membership of the Joint Development Management Policies Committee (Forest Heath District Council and St Edmundsbury Borough Council):**

Full Forest Heath District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member
Councillor Rona Burt Councillor David Bowman Councillor Warwick Hirst	Councillor Terry Clements Councillor Anne Gower Councillor Peter Stevens
Substitute Forest Heath District Council Cabinet Member	Substitute St Edmundsbury Borough Council Cabinet Member
Councillor Robin Millar Councillor James Waters	Councillor John Griffiths Councillor David Ray

Page 5

Joy Bowes
Service Manager (Legal)
Date: 1 May 2015

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Work Programme Update Re-appointments to Task and Finish Groups and Suffolk Health Scrutiny Committee	
Report No:	OAS/FH/15/007	
Report to and date:	Overview and Scrutiny Committee	11 June 2015
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<ol style="list-style-type: none"> 1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2015-2016; 2) To ask the Committee to re-appoint Members to the Task and Finish Group currently running. 3) To ask the Committee to nominate one Member, and if required, one substitute Member to serve on the County's Health Scrutiny Committee. 4) To remind Members to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny, attached as Appendix 2. 	

Recommendation:	Overview and Scrutiny Committee: 1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2015-2016; 2) To re-appoint Members to the one Joint Task and Finish Group currently running; 3) To nominate one Member (and one substitute Member, if desired) to the Suffolk Health Scrutiny Committee for 2015-2016, for confirmation by full Council. The current Member is Councillor David Bimson.
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"/>
Documents attached:	Appendix 1 - Current Work Programme Appendix 2 - Work Programme Suggestion Form

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. 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**.

1.2 Task and Finish Groups

- 1.2.1 The Committee is asked to re-appoint Members to Task and Finish Groups currently running. For information, the current membership of the group running is set out below, along with details of the Terms of Reference:

1. New Housing Development Sites (Joint Scrutiny Review)

Current Members: Cllr David Bimson, Vacancy, Vacancy
(*St Edmundsbury Borough Council Members: Cllr Jim Thorndyke, Vacancy, Vacancy*)

To jointly review the unacceptable length of time taken by housing developers to bring highways, footpaths and community facilities (landscaping/open-space/drainage/sustainable urban drainage) up to adoption standards on new developments.

- 1.2.2 When nominating or appointing to any Panel, Committee or Task and Finish Group, the Committee is asked to select the most appropriate Members, taking into account the interests, skills and experience required to be part of the Group.

1.3 Suffolk County Council Health Scrutiny Committee

- 1.3.1 The Committee is asked to nominate one Member and, if required, one substitute Member to serve on the County's Health Scrutiny Committee (the current Members are Councillor David Bimson and Councillor Michael Anderson as the substitute Member). The Member should ideally be from the District Council's Overview and Scrutiny Committee, although this is not essential as the necessary training will be given by the County.

- 1.3.2 Given the willingness of Councillor David Bimson to continue on this joint body, the Committee may wish to re-nominate him for 2015-2016. The above nomination will need to be confirmed by full Council on 15 July 2015.

1.3 Member Work Programme Suggestion Form

- 1.3.1 Attached at **Appendix 2** is the Member Work Programme Suggestion Form, which Members are reminded to complete when submitting future items for potential scrutiny. This enables suggestions received to be considered by the Committee at each meeting.

Overview and Scrutiny Committee Rolling Work Programme Forest Heath District Council

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews submitted by Members completing a Work Programme Suggestion Form 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
23 July 2015		
Car Parking Review	Car Parks Manager	It is proposed to set up a Car Parking Review Group that will consider: (i) the management and operation of car parks across the district with specific focus on current and future usage and occupancy, tariffs and service improvements; (ii) Pocket Car Parks; (iii) relocation of the Newmarket Market; and the implications arising from the outcome of consultation of Residential Permit Zones in Newmarket. The review Group to report its finding to the OAS Committee in November 2015.
Directed Surveillance (Quarter 1)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
10 September 2015		
Local Air Quality Strategy Progress Report 2014-2015	Environment Manager	To receive a progress report on the Local Air Quality Strategy 2014-2015
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Officer	Details
12 November 2015		
Car Parking Review	Car Parks Manager	The Review Group to report on its finding from the Car Parking Review.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Biannual Update on the Locality Budget Scheme	Families and Communities Manager	Biannual update on the locality budget scheme.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
14 January 2016		
Directed Surveillance (Quarter 3)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	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. Tree Preservation Orders
2. Workspace/Incubation Space in Newmarket (Update from 18 December 2014)



**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)

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