

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 10 September 2015										
Time:	6.00pm										
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. Substitutes**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 4**

To confirm the minutes of the meeting held on 11 June 2015 (copy attached).
- 4. Public Participation**

Members of the public who live or work in the District are invited to put one question/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 the meeting is scheduled to start.

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.
- 5. Presentation by the Cabinet Member for Planning and Growth** **5 - 8**

Report No: **OAS/FH/15/008**

The Cabinet Member for Planning and Growth has been invited to the meeting to give a short presentation / account of his portfolio and to answer questions from the Committee.
- 6. Presentation on the Role of Newmarket Vision and Discover Newmarket**

The Cabinet Member for Families and Communities has been invited to the meeting to give a presentation on the role of Newmarket Vision and Discover Newmarket, and to answer questions from the Committee.
- 7. Local Air Quality Strategy Progress Report 2014-2015** **9 - 12**

Report No: **OAS/FH/15/009**

- | | |
|--|----------------|
| 8. Decisions Plan: September 2015 to May 2016 | 13 - 28 |
| Report No: OAS/FH/15/010 | |
| 9. Work Programme Update | 29 - 38 |
| Report No: OAS/FH/15/011 | |

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Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 11 June 2015** at **6.00pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole
Vice Chairman Bill Sadler

Andrew Appleby
Chris Barker
David Bimson
John Bloodworth

Ruth Bowman
Christine Mason
Reg Silvester

21. **Apologies for Absence**

Apologies for absence were received from Councillor Lance Stanbury.

22. **Substitutes**

There were no substitutes at the meeting.

23. **Public Participation**

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

24. **Minutes**

The minutes of the meeting held on 12 March 2015 were accepted by the Committee and signed by the Chairman.

25. **Overview and Scrutiny Draft Annual Report 2014-2015**

The Chairman presented Report No: OAS/FH/15/005, which was the tenth annual report on the activity of the Overview and Scrutiny Committee, which informed Members of the activity of the Committee carried out during the period May 2014 to April 2015.

The Committee considered the Overview and Scrutiny Draft Annual Report and with the vote being unanimous, it was

RECOMMENDED:

That the Overview and Scrutiny Annual Report for 2014-2015, attached as Appendix 1 to Report No: OAS/FH/15/005, be recommended to Council for approval.

26. Decisions Plan: July 2015 to May 2016

The Chairman presented Report No: OAS/FH/15/006, which requested that Members peruse the Cabinet Decisions Plan for the period July 2015 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 in detail and asked a number of questions to which responses were provided. In particular, discussions were held on the West Suffolk Operational Hub and the Local Housing Investment Options. Members felt that both projects might benefit from joint involvement by pre-scrutinising the two projects with St Edmundsbury Borough Council prior to any final decisions being made by Cabinet.

Members also discussed the Mildenhall Hub Project. The Director updated the Committee on the project, and it was suggested that the Committee might also wish to pre-scrutinise the project in January/February 2016.

Finally, Members discussed the Debt Management and Recovery Policy, which had been considered by St Edmundsbury Borough Councils Overview and Scrutiny Committee. Members questioned whether there was a minimum amount to trigger before the Council actioned debt recovery, to which officers agreed to provide a written response.

With the vote being unanimous, it was

RESOLVED:

- 1) That the following items from the Decisions Plan be considered jointly with St Edmundsbury Borough Councils Overview and Scrutiny Committee prior to being considered by Cabinet:
 - i) West Suffolk Operational Hub
 - ii) Local Housing Investment Option
- 2) That the Mildenhall Hub Project be scrutinised by the Committee in January / February 2016 prior to being considered by Cabinet.

27. Work Programme Update, Re-appointments to Task and Finish Group / Suffolk Health Scrutiny Committee

The Chairman presented Report No: OAS/FH/15/007, which updated Members on the current status of its rolling work programme of items for scrutiny during 2015-2016 (Appendix 1).

The report also sought nominations to the New Housing Development Sites Joint Task and Finish Group with St Edmundsbury Borough Council and also

the District Council's nominated representative on the Suffolk County Council Health Scrutiny Committee.

Also, members were reminded to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny (Appendix 2). This enabled suggestions received to be considered by the Committee at each meeting.

As in previous years, Suffolk County Council wished a representative to be appointed to its Health Scrutiny Committee from each of the County's District and Borough Councils. As Councillor David Bimson had been the Council's representative for 2014-2015 and was keen to continue, the Committee was in agreement that Councillor David Bimson should be re-appointed as the District Council's nominated representative on the Suffolk Health Scrutiny Committee for 2015-2016.

The Committee then made the following re-appointment/appointments to the existing Task and Finish Group for 2015-2016:

- (a) **New Housing Development Sites Joint Task and Finish Group:** Councillors David Bimson, Ruth Bowman and Bill Sadler.

The Committee then considered its rolling work programme and noted that a report on a Car Parking Review was scheduled to be presented to the Committee on 23 July 2015. The Committee wished to seek clarification on the report to ensure that what was being proposed did not duplicate the work of the Newmarket Vision Group, which officers agreed to follow-up.

Finally, the Committee was advised that as from September 2015, Portfolio Holders would be invited and programmed to attend an Overview and Scrutiny Meeting during the year to give a short presentation on their portfolio. Members would then have the chance to ask questions.

The Committee **noted** the items currently expected to be presented to the Committee during 2015-2016, and with the vote being unanimous, it was:

RECOMMENDED:

That full Council be asked to confirm the appointment of Councillor David Bimson as the District Council's nominated representative on the Suffolk Health Scrutiny Committee for 2015-2016.

RESOLVED:

That for 2015-2016 Councillors David Bimson, Ruth Bowman and Bill Sadler be re-appointed/appointed to the New Housing Development Sites Joint Task and Finish Group.

The Meeting concluded at 6.28 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Presentation by the Cabinet Member for Planning and Growth	
Report No:	OAS/FH/15/008	
Report to and date:	Overview and Scrutiny Committee	10 September 2015
Portfolio Holder:	James Waters Portfolio Holder for Planning and Growth Tel: 07771 621038 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:	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 Planning and Growth on his portfolio responsibilities.	
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 Cabinet Member was consulted on the drafting of this report. 	
Alternative option(s):		<ul style="list-style-type: none"> 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 Planning and Growth, Councillor James Waters.
- 1.1.4 The Cabinet Member for Planning and Growth has overall responsibility for the following:
- Building control
 - Conservation
 - Development control
 - Economic development
 - Enforcement
 - Environmental health
 - Growth areas and regeneration
 - Licensing
 - Planning policy
 - Rural development
 - Tourism (strategic)
 - Town centres

1.2 Proposal

- 1.2.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Planning and Growth, 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



Forest Heath
District Council

Title of Report:	Local Air Quality Strategy – Progress Report 2014 - 2015	
Report No:	OAS/FH/15/009	
Report to and date:	Overview and Scrutiny Committee	10 September 2015
Portfolio holder:	James Waters Planning and Growth - Environment Tel: 0771 621038 Email: james.waters@forest-heath.gov.uk	
Lead officer:	Peter Gudde Service Manager (Environment and Regulation) Tel: 01284 757042 Email: peter.gudde@westsuffolk.gov.uk	
Purpose of report:	To report the work undertaken during 2014-2015 to meet Local Air Quality Regulations across the District.	
Recommendation:	It is <u>RECOMMENDED</u> that, the Committee is asked to <u>note</u> the work undertaken in order to improve local air quality in West Suffolk.	
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:	•	
Alternative option(s):	•	
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"/>

<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)
Statutory Responsibilities	Medium	Delivering the statutory responsibilities will help reduce the inherent level of risk.	Low
Reputational	Medium m	The Councils' work will help achieve a credible pathway to improving air quality.	Low
Financial	Low	Cost-benefit of key work will continue to be reviewed and adjusted.	Low
Statutory Responsibilities	Medium	Delivering the statutory responsibilities will help reduce the inherent level of risk.	Low
Ward(s) affected:		Even though local air quality across West Suffolk is generally good, there are specific locations that have been identified as having a greater need for monitoring and improvement. These areas are detailed within the relevant Council's annual progress reports and in Forest Heath's Air Quality Strategy. By continuing to meet our statutory obligations, the Council is endeavouring to make improvements where needed and appropriate to do so.	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		The report for 2014 submitted to Defra can be found at: http://www.westsuffolk.gov.uk/environment/pollution-control.cfm?aud=resident	
Documents attached:		None	

1. Key issues and reasons for recommendation

1.1 Background

- 1.1.1 Air quality has direct implications for human health. Research shows that poor air quality can reduce the quality of life by causing health problems, especially in those who are more vulnerable such as children, the elderly and those with pre-existing health conditions. There is considerable research showing a link between exposure to air pollution and effects on health.
- 1.1.2 The Public Health Outcome Framework includes an indicator for air quality against which local authorities are expected to show progress. Improving air quality through, for example, traffic congestion reduction, will directly affect health outcomes by reducing health risk.
- 1.1.3 The Air Quality Regulations 2000 require all local authorities in the UK to review and assess air quality within their area. The West Suffolk Councils are the lead regulators within their administrative areas with respect to the management of local air quality. Officers in Planning and Growth carry out various activities to fulfil these responsibilities. This includes monitoring local air quality for the key pollutant of concern locally, nitrogen dioxide, which is primarily caused by emissions from vehicle exhausts for which the national objective (threshold) is 40 microgrammes per metre cubed. Currently, there are 39 monitoring sites within Forest Heath.
- 1.1.4 Road transport is a major source of air pollution both nationally and locally. The Councils work with other organisations to maintain and monitor the quality of air in the locality. Suffolk County Council and the Highways Agency are key partners and work with Council Officers to secure good air quality.
- 1.1.5 In a wider perspective, air quality and climate change are fundamentally interrelated. A warming climate threatens to make air quality worse, with the prevalence of harmful photochemical smogs. Many common pollutants, termed greenhouse gases, also contribute to climate change and reducing these emissions will lessen the local contribution. Nitrogen dioxide plays a part in smog formation and can be associated with other pollutants which are greenhouse gases. However, it should be noted that concerns with regards to odour and bonfires are covered by separate legislation as they are deemed to be a statutory nuisance.

1.2 Outcomes for 2014-2015

- 1.2.1 Both Councils continue to satisfy the requirements of the Regulations and, for the most part, air quality in West Suffolk is good. Under the Public Health Outcome Framework air quality indicator, West Suffolk has better air quality compared both to the rest of the East of England and the English average. With regard to the key pollutant of concern, nitrogen dioxide, monitoring confirms that levels are generally dropping across the West Suffolk over time.
- 1.2.2 During 2014 in Brandon, there were no exceedences of the Annual Mean Objective level of 40 microgrammes per cubic metre for nitrogen dioxide. Research has predicted that now the major project to dual the A11 from the Fiveways Roundabout in Barton Mills to Thetford has been completed, the

levels will reduce. With traffic being signposted to avoid travelling through Brandon, the expectation is that the air quality in the town will improve. Monitoring will continue throughout 2015 to evaluate the impact on air quality locally. Additionally, monitoring prior to the commencement of this project at Elveden revealed elevated levels of nitrogen dioxide. Monitoring was suspended while the project was undertaken, but re-started on completion, and it is expected that a further 12 months of monitoring will demonstrate that the levels of nitrogen dioxide at Elveden will be below the Annual Mean Objective.

- 1.2.3 Only one slight exceedance of the Air Quality Objective was found in the District, which was within the Air Quality Management Area (AQMA) in Newmarket with a value of 42.9 microgrammes per cubic metre; however, monitoring indicates that the levels of nitrogen dioxide have been falling over the last several years. Thorough monitoring will continue and efforts continue to work with taxi drivers to demonstrate that impacts on the local air quality can be reduced by shrewd driving practise. FHDC also continues to work on the Air Quality Action Plan focusing on the improvement of the air quality in Newmarket and works closely with the Transport and Highways Delivery Group of the Newmarket Vision Steering Group to improve traffic flow through the town and ultimately the air quality. Suffolk County Council, FHDC, the Jockey Club and other agencies are all represented on the group.
- 1.2.4 Although there have been no complaints within Forest Heath with regards to the Local Air Quality, officers continue to monitor planning applications which may have an impact, such as the cumulative impact of the several applications submitted for Lakenheath.
- 1.2.5 The Councils also continue to lobby Suffolk County Council for action in relation to highways improvements within the locations where NO₂ levels approach or slightly exceed the National Air Quality Objective.
- 1.2.6 In view of a recent consultation with the Department for Environment, Food and Rural Affairs (Defra), both Councils are currently reviewing how the Local Air Quality is managed, which may change on the anticipation of changes to the statutory guidance which is expected to be published towards the end of the year.

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Decisions Plan: September 2015 to May 2016	
Report No:	OAS/FH/15/010	
Report to and date:	Overview and Scrutiny Committee	10 September 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:	<p>Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period 1 September 2015 to 31 May 2016.</p> <p>Items considered by Joint Cabinet on 1 September 2015 had been removed from Appendix 1.</p> <p>Items which had been added since the Decisions Plan was last published were shaded for Members convenience.</p> <p>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.</p>	
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: September 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 September 2015 to 31 May 2016

Publication Date: 31 July 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
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)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
15/09/15	West Suffolk Risk Management Approach and Principles The Cabinet will be asked to consider the <u>recommendations of the Performance and Audit Scrutiny Committee</u> in respect of seeking approval for a new approach to risk based on context, proportionality, judgement and evidence-based decision making, which is also being considered by St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations of the Performance and Audit Scrutiny Committee

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 NEW ITEM	West Suffolk Operational Hub The Cabinet will be asked to consider and potentially make recommendations to Council, depending on the amount, in respect of seeking approval for additional funding to progress the West Suffolk Operational Hub project. This is in addition to previous approval given to going out to consultation on the site selection criteria & process for site selection. This will also be subject to approval by St Ed's Borough Council.	Not applicable	Cabinet and possibly (R) to Council 14/10/15 <i>(Recommendation to Council to be confirmed)</i>	Cabinet/ possibly Council <i>(Recommendation to Council to be confirmed)</i>	David Bowman Operations 07711 593737	Mark Walsh Head of Operations 01284 757300	All Wards	Report to Cabinet with possible recommendations to Council. <i>(Recommendation to Council to be confirmed)</i>
15/09/15 NEW ITEM	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 14/10/15	Cabinet/ Council	David Bowman Operations 07711 93737	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
15/09/15 NEW ITEM	Home-Link Lettings Policy The Cabinet will be asked to recommend to Council, revisions to the Policy which was adopted in 2013 by both Forest Heath District Council and St Edmundsbury Borough Council.	Not applicable	(R) - Council 14/10/15	Cabinet/ Council	All Portfolio Holders	Simon Phelan, Head of Housing 01638 71944- Tony Hobby Service Manager (Housing Options) 01638 719348	All Wards	Report to Cabinet, with recommendations to Council
15/09/15 NEW ITEM	West Suffolk Joint Sports Facility and Playing Pitch Strategy The Cabinet will be asked to adopt a West Suffolk Joint Sports Facility and Playing Pitch Strategy, which has been produced with St Edmundsbury Borough Council.	Not applicable	(KD)	Cabinet	Andy Drummond Leisure and Culture 01638 666888	Mark Walsh Head of Operations 01284 757300 Damien Parker Leisure and Cultural Services Operational Manager 01284 757090	All Wards	Report to Cabinet
Autumn 2015 (Deferred from 15/09/15)	Housing Investment Options The Cabinet will be asked to recommend to Council the business case for a wholly Council owned Housing Company.	Paragraph 3	(R) - Council	Cabinet/ Council	All Portfolio Holders	Simon Phelan Head of Housing 01638 719440	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
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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
27/10/15 NEW ITEM	Community Chest Grant Funding (1) The Cabinet will be asked to consider applications for Community Chest funding for the transitional year 2015/2016.	Not applicable	(KD)	Cabinet	Robin Millar Deputy Leader and Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
27/10/15 NEW ITEM	Delivering a Sustainable Budget 2016/2017 The Cabinet will be asked to consider <u>recommendations of the Performance and Audit Scrutiny Committee</u> for recommending to Council on proposals for achieving a sustainable budget in 2016/2017.	Not applicable	(R) - Council 18/11/15 or 9/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommend-ations of the Performance and Audit Scrutiny Committee to Cabinet and 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
24/11/15 NEW ITEM	West Suffolk Statement of Principles: Gambling Act 2005 The Cabinet will be asked to consider the adoption of a joint Statement of Principles in accordance with the Gambling Act 2005, which has been produced with St Edmundsbury Borough Council.	Not applicable	(R) - Council 9/12/15	Cabinet/ Council	James Waters Leader and Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306 Tom Wright Business Regulation and Licensing Manager 01638 719223	All Wards	Report to Cabinet, with recommendations to Council
24/11/15 NEW ITEM	Housing Assistance Policy and Application Guidance The Cabinet will be asked to consider a review of the Housing Assistance Policy, in line with the Housing Strategy. The Policy also contains some changes to the way that Forest Heath District Council and St Edmundsbury Borough Council allocates grants for making improvements/adaptions to houses.	Not applicable	(KD)	Cabinet	All Portfolio Holders	Simon Phelan, Head of Housing 01638 719440 Andrew Newman Service Manager (Housing Standards) 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
24/11/15 (Deferred from 01/09/15)	Office Accommodation Appraisal Cabinet will be asked to consider an appraisal of West Suffolk Councils' own office accommodation needs to inform detailed planning of the Mildenhall Hub and Public Service II projects through an Office Accommodation Plan.	Not applicable	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518 David Bowman Operations 07711 593737	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet
24/11/15 NEW ITEM	Local Council Tax Reduction Scheme and Technical Changes 2016/2017 Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Technical Changes for 2016/2017 prior to seeking its approval by full Council.	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
22/12/15	Revenues Collection and Performance Write-Offs Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	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
22/12/15 NEW ITEM	Community Chest Grant Funding (2) The Cabinet will be asked to consider applications for Community Chest funding for the year 2016/2017.	Not applicable	(KD)	Cabinet	Robin Millar Deputy Leader and Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
10/02/16	Annual Treasury Management and Investment Strategy 2015/2016 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2015/2016, which must be undertaken before the start of each financial year.	Not applicable	(R) - Council 24/02/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	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
10/02/16	Budget and Council Tax: 2016/2017 The Cabinet will be asked to consider the proposals for the 2015/2016 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) - Council 24/02/15	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
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	Stephen Edwards Resources and Performance 01638 660518	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	Stephen Edwards Resources and Performance 01638 660518	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
17/05/16 NEW ITEM	Community Chest Grant Funding (3) The Cabinet will be asked to consider applications for the remaining Community Chest funds for the year 2016/2017.	Not applicable	(KD)	Cabinet	Robin Millar Deputy Leader and Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet

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.
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

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council; Planning and Growth
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance

(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
Cllr Michael Wassell Cllr Ellen Jolly	Cllr David Ambrose-Smith Cllr Lis Every	Cllr John Clark Cllr Chris Seaton	Cllr Stephen Edwards Cllr James Waters	Cllr Geoff Holdcroft Cllr Richard Kerry	Cllr Ian Houlder Cllr Sara Mildmay-White	Cllr Sue Allen Cllr Mike Barnard
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
Cllr Charles Carter	To be confirmed	To be confirmed	Vacancy	To be confirmed	Vacancy	To be confirmed

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Fiona Osman
Service Manager (Democratic Services and Elections)
Date: 31 July 2015

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/15/011	
Report to and date:	Overview and Scrutiny Committee	10 September 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:	<p>1) To update the Committee on the current status of its rolling work programme for 2015-2016 (Appendix 1); and</p> <p>2) To remind Members to complete a Work Programme Suggestion Form when submitting future items for potential scrutiny (Appendix 2).</p>	
Recommendation:	It is <u>RECOMMENDED</u> that the Committee: <u>Notes</u> the current status of its rolling work programme and the Task and Finish Groups running (Appendix 1).	
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 and Task and Finish Groups 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 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. 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
15 October 2015 (Extraordinary Informal Joint Overview and Scrutiny Committee) (Venue: Forest Heath District Council: Council Chamber / Time: 5.00pm)		
Housing Development Company	Head of Housing	To scrutinise the full business case jointly with St Edmundsbury Borough Council's Overview and Scrutiny Committee prior to being considered by a Special Joint Cabinet on 27 October 2015.
12 November 2015		
Portfolio Holder Presentation	Operations	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
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	Service Manager (Families and Communities)	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		
Portfolio Holder Presentation	Leisure and Culture	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Decisions Plan: Mildenhall Hub Project	Director	To consider the detailed project proposals for the Mildenhall Hub.
Directed Surveillance (Quarter 3)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.

Description	Lead Officer	Details
Cont: 14 January 2016		
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 March 2016		
Portfolio Holder Presentation	Resources and Performance - TBC	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
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.
21 April 2016		
Portfolio Holder Presentation	TBC	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Annual Locality Budget Scheme Update	Service Manager (Families and Communities)	Annual update on the locality budget scheme.
Directed Surveillance (Quarter 4)	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)
3. Decisions Plan: West Suffolk Operational Hub: Joint Scrutiny with St Edmundsbury Borough Council

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)	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.	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	TBA
			Progress updates	<u>Forest Heath</u> David Bimson Ruth Bowman Bill Sadler	
			23 January 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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