

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 12 November 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

Procedural Matters

Page No

Part 1 - Public

- 1. Substitutes**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 12**

To confirm the minutes of the meetings held on 10 September 2015 and 15 October 2015 (copies 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 Operations** **13 - 16**

Report No: **OAS/FH/15/013**

The Cabinet Member for Operations has been invited to the meeting to give a short presentation / account of his portfolio and to answer questions from the Committee.
- 6. Directed Surveillance Authorised Applications (Quarter 2)**

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

The Monitoring Officer advised that in Quarter 2, no such surveillance has been authorised.
- 7. Decisions Plan: November 2015 to May 2016** **17 - 30**

Report No: **OAS/FH/15/014**
- 8. Work Programme Update** **31 - 40**

Report No: **OAS/FH/15/015**

Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 10 September 2015** at **6.00pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Bill Sadler

Andrew Appleby
Chris Barker
David Bimson
John Bloodworth
Ruth Bowman

Simon Cole
Christine Mason
Reg Silvester
Lance Stanbury

28. **Substitutes**

There were no substitutes at the meeting.

29. **Apologies for Absence**

There were no apologies for absence.

30. **Minutes**

The minutes of the meeting held on 11 June 2015 were accepted by the Committee and signed by the Vice-Chairman.

31. **Public Participation**

Mrs Sara Beckett, a resident of Newmarket, wished to address the Committee on Item 9 on the agenda; Work Programme Update.

She advised the Committee that back in October 2013, it was agreed by the Development Control Committee that a Joint Task and Finish Group would be formed to consider Members Planning Code of Good Practice. She believed the Task and Finish Group had been deferred and that it would be looked at after the Election. It was now two years since the Task and Finish Group was established and questioned whether anything had happened and whether anything would be happening.

Mrs Beckett thanked the Committee for their time.

(Councillors David Bimson and Reg Silvester arrived at 6.03pm during the consideration of this item)

32. **Presentation by the Cabinet Member for Planning and Growth**

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

Report OAS/FH/15/008, set out the overall responsibilities of the Cabinet Member for Planning and Growth, which were:

- Building control
- Conservation
- Development Control
- Enforcement
- Environmental health
- Growth areas and regeneration
- Licensing
- Planning policy
- Rural development
- Tourism (strategic)
- Town centres

Councillor James Waters, Cabinet Member for Planning and Growth opened his presentation by thanking the Committee for the invitation. He then explained that the Planning and Growth Unit was responsible for a number of high profile services. The briefing provided a summary of what the unit was dealing with. The Cabinet Member was particularly interested in reviewing the work and providing a list of priorities going forward particularly the activities of Development Management in delivering prompt decisions and economic development was focusing on providing business opportunities in Forest Heath.

Members discussed the presentation in detail and asked a number of questions of the Cabinet Member to which comprehensive responses were provided. In particular discussions were held on the following:

- (1) Size of the portfolio – The Cabinet Member advised the Committee that the portfolio was a full-time job alongside his leadership role. However, the role of portfolio holder for planning and growth was taken on for an interim period and in the future he would be looking for resources in taking the portfolio forward.
- (2) Economic development (public transport)– It was acknowledged that there was more work that could be done in securing more funding locally for the integration of public transport.
- (3) Economic development (attracting businesses) – The Cabinet Member advised that Committee that there was a Small Business Grant Fund and the Shopfront Enhancement Scheme to help support and attract businesses to the West Suffolk.

- (4) Industrial units (types) – It was acknowledged that the right types of business units were needed to attract a variety of businesses, such as having air conditioning/temperature controlled units.

The Committee raised the issue of the lack of a decent rail stop and the lack of housing in Newmarket and questioned whether devolution would help. The Cabinet Member advised the Committee that devolution would not constrain West Suffolk as it was a “can do” community.

Finally, the Committee congratulated the enforcement team on the work being carried out in driving down the backlog in older cases.

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

(Councillors Andrew Appleby and Simon Cole arrived at 6.05pm during the consideration of this item).

33. **Presentation on the Role of Newmarket Vision and Discover Newmarket**

The Director (Liz Watts) and the Cabinet Member for Families and Communities, Councillor Robin Millar had 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. The Director provided a broad overview on the role of Newmarket Vision, which included its:

- History
- A specific action list
- Structure (community planning; education; transport; town centre; steering group)
- How it worked
- Relationship with local authorities
- Representation
- Achievements to date (Newmarket music festival; under starters orders; launch of Discover Newmarket)
- Future projects (cinema project; parking strategy; community rail partnership)
- Funding (Forest Heath officer time: 100 hours per month; no other allocated funding)
- Consultation
- Measures of success (delivery of action plan; progress towards the 20 year vision).

Newmarket Vision’s 20 year vision had 10 bold statements, which included 45 specific actions, split across four specific broad areas:

- Community Planning
- Education
- Transport / Traffic
- Town Centre

Councillor Robin Millar, Cabinet Member for Families and Communities explained the role of the Steering Group, which was established to keep the whole project on track by supporting the four delivery groups in delivering the agreed actions as quickly as possible. The Steering Group was represented by:

- Councillor Sarah Stamp (SCC – Communities Portfolio Holder)
- Councillor Robin Millar (District Council – Families and Communities Portfolio Holder)
- Councillor John Berry, substituted by Councillor Warwick Hirst (Newmarket Town Council Representative)

The Steering Group was currently looking at the role of the steering group and delivery groups, its achievements and its own structure going forward with a focus on being more of an enabler rather than an authorising body.

Members discussed the presentation in detail and asked a number of questions of the Cabinet Member and the Director who provided comprehensive responses. In particular responses were provided to questions as follows:

- (1) Newmarket Neighbourhood Plan – Ownership of this plan belonged to the Town Council and not the Newmarket Vision Group.
- (2) Benefits from Newmarket Vision – along with officer time, money from the locality budget was going through wards and ward members to help with issues the community cared about.
- (3) Engagement was important and was at the heart of the locality working. Newmarket Vision gave a great opportunity for district councillors to be more proactive in their ward areas.
- (4) Councillor Appleby suggested the Council should review the position of the Newmarket Vision Group and consider establishing Working Groups of the district councillors of the different areas of the district to consider local matters, in consultation with the parish and town councils and such bodies and persons in affirming the roles of elected councillors and councils to represent residents.

The Cabinet Member responded by acknowledging that there had been some criticisms of the Newmarket Vision and that he was very keen to address these. However, there were 111 people actively involved in Newmarket Vision, largely people from Newmarket who wanted to play an active role in shaping their community. Councillor Cole suggested that these participants ought to be vetted in some way (such as by election) and Councillor Millar refuted that suggestion as completely undermining the role of the community to play an active part in things that mattered to them. Councillor Millar then reiterated that the Steering Group was currently looking at changes to its structure going forward, and would be happy to update the Committee in six months time on progress.

There being no decision required, the Committee **noted** the presentation on Newmarket Vision subject to an update being provided in six months.

34. Local Air Quality Strategy Progress Report 2014-2015

The Committee received Report No: OAS/FH/15/009, which reported on work that had been undertaken during 2014-2015 to meet the Local Air Quality Regulations across the District. Both Councils (Forest Heath and St Edmundsbury) continued to satisfy the requirements of the Regulations and for the most part, air quality in West Suffolk was good.

Under the Public Health Outcome Framework Air Quality indicator, West Suffolk had better air quality compared to both the rest of the East of England and the English average. With regard to the key pollutant of concern, Nitrogen Dioxide (NO₂), monitoring confirmed that levels were generally dropping across West Suffolk over time. Both councils continued to lobby Suffolk County Council for action in relation to highways improvements within the locations where NO₂ levels approached or slightly exceeded the National Air Quality Objectives.

The Committee considered the report and asked a number of questions to which comprehensive responses were duly provided. In particular, discussions were held on:

- (1) The improvement of the air quality in the High Street, Newmarket.
- (2) The effects on air quality from aviation and agricultural activities.
- (3) Whether air quality had an effect on the racing industry.

The Committee also discussed the air quality in Brandon following the completion of the A11. Councillor David Bimson suggested that another check should be carried out as large vehicles were still going through Brandon even though traffic had been signposted to avoid travelling through Brandon. The Service Manager (Environment and Regulation) agreed to discuss the approach to monitoring further with Councillor David Bimson, Ward Member for Brandon.

There being no decisions required, the Committee **noted** the work undertaken in order to improve local air quality in West Suffolk.

35. Decisions Plan: September 2015 to May 2016

The Committee received Report No: OAS/FH/15/010, which requested that Members peruse the Cabinet Decisions Plan for the period September 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 and suggested that more publicity was needed in promoting the Community Chest Grant Funding.

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

36. **Work Programme Update**

The Committee received Report No: OAS/FH/15/011, which updated Members on the current status of its rolling work programme of items for scrutiny during 2015-2016 (Appendix 1).

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.

The Committee considered it's rolling work programme, and there being no decision required, **noted** the items expected to be presented to the Committee during 2015-2016, subject to earlier discussions to include an update on Newmarket Vision in six months time.

The Meeting concluded at 7.25pm

Signed by:

Chairman

Informal Joint Overview and Scrutiny Committee



Forest Heath
District Council

**Notes of the Informal Joint Overview and Scrutiny Discussions held
on Thursday 15 October 2015 at 5.00pm in the Council Chamber,
District Offices, College Heath Road, Mildenhall**

PRESENT: St Edmundsbury Borough Council (SEBC)

Councillor Diane Hind
(Chairman of the informal joint discussions)

Councillors Simon Brown, John Burns, Jeremy Farthing, Susan Glossop,
Angela Rushen, Clive Springett, Jim Thorndyke, Frank Warby and
Patricia Warby.

Forest Heath District Council (FHDC)

Councillors Chris Barker, David Bimson, John Bloodworth, Simon Cole,
Christine Mason, Bill Sadler, Reg Silvester and Lance Stanbury.

IN ATTENDANCE: SEBC: Councillor Sara Mildmay-White, Portfolio Holder for
Housing
SEBC: Councillor Ian Houlder, Portfolio Holder for Resources and
Performance
SEBC: Councillor Julia Wakelam
FHDC: Councillor Peter Ridgwell

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

(1) Business Case for Establishing a Housing Development Company

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

The Chairman of Forest Heath's Overview and Scrutiny Committee welcomed all
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.

Members noted that each Council permitted public participation at their Overview and Scrutiny meetings. Therefore, for the purpose of facilitating these Constitutional requirements, it was proposed that public speaking should be permitted prior to the start of the informal joint discussions to enable any questions/statements to be considered by both Overview and Scrutiny Committees on item 1 above. On this occasion however, there were no questions/statements from members of the public.

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

1. **Business Case for Establishing a Housing Development Company**

(Councillor Clive Springett declared a pecuniary interest as a Director on the Havebury Housing Board, and left the meeting.

Councillor Frank Warby declared a pecuniary interest as a member of the Havebury Housing Board, and left the meeting.

Councillor Patricia Warby declared a non-pecuniary interest as a member of the Havebury Housing Performance and Scrutiny Panel, and left the meeting.

Councillor Diane Hind declared a non-pecuniary interest as a member of the Havebury Housing Performance and Scrutiny Panel, and remained in the meeting to chair the informal joint discussions).

St Edmundsbury Borough Council Portfolio Holder for Housing, Councillor Sara Mildmay-White presented the report, which set out the business case for establishing a commercial company limited by shares for the purpose of generating an income by the development of housing, including homes for sale, private rent, affordable rent and shared ownership. The company would be wholly-owned by Forest Heath District Council (25% of shares), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%) and would provide a revenue income to all Councils.

Attached as Appendix A, to the report was the draft Cabinet report, which set out the business case for the establishment of a housing development company. Considerable detail was contained in the draft Cabinet report, based on advice from GVA Consulting, covering the financial aspects, and Trowers and Hamblins, covering the legal aspects. The draft Cabinet report contained a series of recommendations, approval of which would enable the Company to be incorporated.

The West Suffolk Housing Strategy 2015-2018, approved by both Councils in October 2014 identified the potential of a housing development company to meet key housing objectives in West Suffolk. The proposed Company would also make significant contributions to West Suffolk's three key priorities:

- Homes for our communities;
- Increased opportunities for economic growth; and
- Resilient families and communities that are healthy and active.

The Head of Housing also gave a presentation, which provided a broad overview covering:

- The national and local context
- The proposal
- What the benefits were
- Pressures facing West Suffolk
- Housing and community case, including community benefits
- Financial case
- Governance proposal

Members were asked to consider the business case for establishing a Housing Development Company, and propose any amendments prior to being presented to the Extraordinary Cabinet on 27 October 2015.

Members scrutinised the Business Case in detail and asked a number of questions to which the Head of Housing and other officers provided comprehensive responses. In particular discussions were held on the company structure; why other alternative options had been rejected; the reasoning behind why members were not on the Board of Directors; the role of the Shareholder Advisory Group; why the Company was being set up jointly with Suffolk County Council; the future potential for other organisations to be able to join the Housing Company; providing housing to support extended families; supporting people who wanted to build their own homes; the provision of 30% affordable housing; the risk of oversaturating the housing market and the future effect of devolution.

The Head of Housing informed members that the Overview and Scrutiny Committee would receive each year the Housing Company's Annual Business and Delivery Plan for in-depth scrutiny, prior to it going to each full Council for approval. Members acknowledged that this would be an important role for Overview and Scrutiny.

Members discussed in detail the proposed governance arrangements, with some members expressing reservations as to why it was being recommended that Members should not be on the Board of Directors. It was suggested that paragraph 3.24, bullet point four should be reworded removing the reference to officers and that the additional directors would be independent individuals selected for their relevant expertise and experience.

A number of members expressed their support for the Housing Company, which had been discussed sometime ago when the Housing Strategy was previously scrutinised by an Informal Joint Overview and Scrutiny Committee.

The Chairman thanked the Portfolio Holder, Louise Aynsley from Suffolk County Council and Officers for their presentation on the Business Case.

On the conclusion of the informal joint discussions at 6.47pm, the Chairman formally opened the meeting of the Forest Heath District Council's Overview and Scrutiny Committee at 6.54pm, 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 15 October 2015** at **6.54pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole
Vice Chairman Bill Sadler

Chris Barker
David Bimson
John Bloodworth

Christine Mason
Reg Silvester
Lance Stanbury

37. **Substitutes**

There were no substitutes at the meeting.

38. **Apologies for Absence**

Apologies for absence were received from Councillors Andrew Appleby and Ruth Bowman.

39. **Public Participation**

This item was taken as part of the informal joint session. However, there were no questions/statements from members of the public.

40. **Business Case for Establishing a Housing Development Company**

Further to the informal joint discussions held prior to the meeting on the Business Case for Establishing a Housing Development Company, with Members of St Edmundsbury Borough Council's Overview and Scrutiny Committee, the Committee formally considered Report No: OAS/FH/15/012.

The report sought approval of a business case for establishing a commercial company limited by shares for the purpose of developing housing, including homes for sale, private rent, affordable rent and shared ownership. The company would be wholly-owned by Forest Heath District Council (25% of

shares), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%) and would provide a revenue income to all Councils.

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

Subject to comments made during the informal joint discussions, with the vote being unanimous, it was:

RECOMMENDED

That the Full Business Case as set out in Appendix A to Report No: OAS/FH/15/012 be approved, subject to the following amendment to paragraph 3.24; bullet point four to read as follows:

Up to three additional directors unanimously approved by the three Shareholder Councils. These ~~may either~~ *will* be 'independent' individuals selected for the relevant expertise and experience. ~~in relation to housing development, or other officers.~~

41. Exclusion of Press and Public

See minute 42 below.

42. Exempt Appendices: B, C and D (para 3)

The Overview and Scrutiny Committee considered the Exempt Appendices B, C and D to Report No: OAS/FH/15/012. However no reference was made to specific detail and therefore this item was not held in private.

The Meeting concluded at 6.56 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 Operations	
Report No:	OAS/FH/15/013	
Report to and date:	Overview and Scrutiny Committee	12 November 2015
Portfolio Holder:	David Bowman Portfolio Holder for Operations Tel: 07711 593737 Email: david.bowman@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 Operations on his portfolio responsibilities.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:	• N/A	

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

1. Key issues and reasons for recommendation

1.1 Background

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

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

1.1.3 At this meeting, members of the Committee are asked to consider the responsibilities of the Cabinet Member for Operations, Councillor David Bowman.

1.1.4 The Cabinet Member for Operations has overall responsibility for the following:

- Car parking
- CCTV
- Cemeteries
- Fleet management
- Grounds maintenance
- Land drainage
- Markets (delivery)
- Operations
- Property services and estate management
- Public conveniences
- Refuse/recycling
- Street scene
- Tourism (operations)

1.2 Proposals

1.2.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Operations, 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:	Decisions Plan: November 2015 to May 2016	
Report No:	OAS/FH/15/014	
Report to and date:	Overview and Scrutiny Committee	12 November 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 1 November 2015 to 31 May 2016. Items which have been added since the Decisions Plan was last published are shaded for Members convenience. 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: November 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 November 2015 to 31 May 2016

Publication Date: 23 October 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
Page 20	<p>Discretionary Rate Relief Guidelines</p> <p>Due to the Chancellor's recent announcement on business rates devolution, this item has presently been removed from the Decisions Plan while the implications of how this might affect Discretionary Rate Relief are assessed.</p>				Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264		
24/11/15 (Joint consideration with SEBC Cabinet)	<p>West Suffolk Joint Statement of Principles in accordance with the Gambling Act 2005</p> <p>The Cabinet will be asked to consider recommendations of the Licensing Committee in respect of seeking approval for a new Joint Statement of Principles, which has been produced jointly with Forest Heath District Council. It will require Council approval.</p>	Not applicable	(R) - Council 09/12/15	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Recommendations from the Licensing 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 (Joint consideration with SEBC Cabinet) Page 21	Housing Assistance Policy and Application Guidance The Cabinet will be asked to consider the Housing Assistance Policy, which has been reviewed in line with the Housing Strategy. It 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	Not applicable	Simon Phelan Head of Housing 01638 719440 Andrew Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet
24/11/15 (Deferred from 01/09/15) (Joint consideration with SEBC Cabinet)	Office Accommodation Plan The 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

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 Page 22	<p>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2016/2017</p> <p>The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2016/2017, prior to seeking its approval by Council.</p>	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 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with recommendations to Council
24/11/15	<p>Tax Base for Council Tax Setting Purposes 2016/2017</p> <p>The Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2016/2017, prior to seeking its approval by full Council.</p>	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 Joanne Howlett Acting Head of Resources and Performance 01284 757264	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
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	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
22/12/15	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) but also subject to budget setting process for 2016/2017	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
22/12/15 (Deferred from 15/09/15)	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

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	<p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
10/02/16	<p>Annual Treasury Management and Investment Strategy 2016/2017 and Treasury Management Code of Practice</p> <p>The Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2016/2017, which must be undertaken before the start of each financial year.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	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 Page 25	<p>Budget and Council Tax: 2016/2017</p> <p>The Cabinet will be asked to consider the proposals for the 2016/2017 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.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Reports to Cabinet and Council
10/02/16	<p>Mildenhall Hub - Development Brief and Project Proposals</p> <p>The Cabinet will be asked to consider and recommend to Council the final Development Brief and detailed project proposals for the Mildenhall Hub.</p>	Not applicable	(R) - Council 24/02/16	Cabinet/ Council	James Waters Planning and Growth 07771 621038	Alex Wilson Director 01284 757695	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
01/03/16 New Item Page 26	<p>Core Strategy Single Issue Review (SIR) and Site Specific Allocations: Preferred Options Consultations</p> <p>The Cabinet will be asked to approve the documentation in relation to the consultation on the Core Strategy SIR and Site Specific Allocations: Preferred Options Consultations.</p>	Not applicable	(D)	Cabinet	James Waters Planning and Growth 07771 621038	Steven Wood Head of Planning and Growth 01284 757306	All Wards	Report to Cabinet, with recommendations from the Local Plan Working Group
05/04/16	<p>Revenues Collection and Performance Write-Offs</p> <p>The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.</p>	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	<p>Rachael Mann Head of Resources and Performance 01638 719245</p> <p>Joanne Howlett Acting Head of Resources and Performance 01284 757264</p>	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	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 Joanne Howlett Acting Head of Resources and Performance 01284 757264	All Wards	Report to Cabinet, with exempt appendices
17/05/16	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 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

- 4 pages 28
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

(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
(Membership to be amended following approval of Joint Committee’s recommendations to move to representation of one Member/one substitute per authority).

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

Fiona Osman
 Service Manager (Democratic and Elections)
 Date: 23 October 2015

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/15/015	
Report to and date:	Overview and Scrutiny Committee	12 November 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:	<p>Overview and Scrutiny Committee:</p> <p>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016.</p>	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Documents attached:	<p>Appendix 1 - Current Work Programme and Task and Finish Groups</p> <p>Appendix 2 - Work Programme Suggestion Form</p>	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. 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
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.
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	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
West Suffolk Community Safety Partnership	Community Safety Officer	To review the work of the Partnership on an Annual 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.

Description	Lead Officer	Details
21 April 2016		
Portfolio Holder Presentation	Families and Communities	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Newmarket Vision Update	Families and Communities	The Portfolio Holder for Families and Communities to update the Committee on progress since 10 September 2015.
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

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	Early 2016
			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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