

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda												
Date:	Wednesday 20 July 2016												
Time:	4.00 pm												
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds												
Full Members:	<p style="text-align: center;">Chairman Diane Hind</p> <p style="text-align: center;">Vice Chairman Jeremy Farthing</p> <p><u>Conservative Members (12)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Angela Rushen</td> </tr> <tr> <td>Patrick Chung</td> <td>Andrew Speed</td> </tr> <tr> <td>Jeremy Farthing</td> <td>Clive Springett</td> </tr> <tr> <td>Paula Fox</td> <td>Sarah Stamp</td> </tr> <tr> <td>Susan Glossop</td> <td>Jim Thorndyke</td> </tr> <tr> <td>Richard Rout</td> <td>Frank Warby</td> </tr> </table> <p><u>Charter Member (1)</u> Diane Hind</p> <p><u>Independent Member (1)</u> Paul Hopfensperger</p> <p><u>UKIP Member (2)</u> John Burns Tony Brown</p>	Simon Brown	Angela Rushen	Patrick Chung	Andrew Speed	Jeremy Farthing	Clive Springett	Paula Fox	Sarah Stamp	Susan Glossop	Jim Thorndyke	Richard Rout	Frank Warby
Simon Brown	Angela Rushen												
Patrick Chung	Andrew Speed												
Jeremy Farthing	Clive Springett												
Paula Fox	Sarah Stamp												
Susan Glossop	Jim Thorndyke												
Richard Rout	Frank Warby												
Substitutes:	<p><u>Conservative Members (6)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Wayne Hailstone</td> <td style="width: 33%;">David Roach</td> </tr> <tr> <td>Margaret Marks</td> <td>Peter Thompson</td> </tr> <tr> <td>Jane Midwood</td> <td>Patricia Warby</td> </tr> </table> <p><u>Charter Member (1)</u> Julia Wakelam</p> <p><u>UKIP Member (1)</u> Anthony Williams</p>	Wayne Hailstone	David Roach	Margaret Marks	Peter Thompson	Jane Midwood	Patricia Warby						
Wayne Hailstone	David Roach												
Margaret Marks	Peter Thompson												
Jane Midwood	Patricia Warby												
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Quorum:	Six Members												
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk												

Public Information



St Edmundsbury
BOROUGH COUNCIL

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

Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

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

2. Apologies for Absence

3. Minutes

1 - 6

To confirm the minutes of the meeting held on 8 June 2016 (copy attached).

4. Public Participation

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

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

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

5. Presentation by the Cabinet Member for Housing

7 - 10

Report No: **OAS/SE/16/017**

The Cabinet Member for Housing, Councillor Sara Mildmay-White, has been invited to the meeting to give a short presentation / account of her portfolio and to answer questions from the Committee.

6. Dog Fouling in West Suffolk

11 - 30

Report No: **OAS/SE/16/018**

7. Review and Revision of the Constitution

Article 14 of the St Edmundsbury Borough Council Constitution refers to the review and revision of the Constitution, and that changes to legislation, changes to staffing structures or job descriptions or changes to terminology will be reported quarterly to the Overview and Scrutiny Committee.

The Monitoring Officer has advised that in Quarter 1, no such changes have been made to the Constitution.

8. Directed Surveillance Authorised Applications - (Quarter 1)

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 1, no such surveillance has been authorised.

9. Decisions Plan: July 2016 to May 2017

31 - 46

Report No: **OAS/SE/16/019**

10. Work Programme Update

47 - 56

Report No: **OAS/SE/16/020**

Part 2 – Exempt

NONE

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Wednesday 8 June 2016** at **4.00 pm** at the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind
Vice Chairman Jeremy Farthing

Simon Brown
Patrick Chung
Paula Fox
Susan Glossop
Angela Rushen
Andrew Speed

Clive Springett
Sarah Stamp
Jim Thorndyke
Frank Warby
John Burns
Paul Hopfensperger

Substitutes attending:

Margaret Marks

Anthony Williams

By Invitation:

John Griffiths, Leader of the Council

Also in attendance:

Patricia Warby

81. **Substitutes**

The following substitutions were declared:

Councillor Margaret Marks for Councillor Richard Rout.
Councillor Anthony Williams for Councillor Tony Brown.

82. **Apologies for Absence**

Apologies for absence were received from Councillors Tony Brown and Richard Rout.

83. **Minutes**

The minutes of the meeting held on 20 April 2016, were confirmed as a correct record and signed by the Chairman.

84. Draft West Suffolk Annual Report (2015-2016)

[Councillor Andrew Speed arrived at 4.05pm and Councillor Jeremy Farthing arrived at 4.10pm during the consideration of this item.]

The Leader of the Council, Councillor John Griffiths presented Report No: OAS/SE/16/013 which outlined the draft West Suffolk Annual Report (2015-2016), which had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committee for their comments.

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

The Leader highlighted relevant issues for the attention of the Committee, in particular the start of the Eastern Relief Road build; working with ONE Haverhill to develop a masterplan for Haverhill town centre; the purchase of Abbotts House, Bury St Edmunds and the continued success of the locality budget scheme.

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

- (1) Executive summary – Officers agreed to provide an executive summary of the draft West Suffolk Annual Report for Parish Councils.
- (2) A-Boards – Officers agreed to provide a written response on the current position of the A-Boards Policy.
- (3) Housing – the Leader confirmed that the Council was committed in reducing dependency on bed and breakfast and the Council was actively looking for housing provision.

The Leader wished to thank the Overview and Scrutiny Committee for their comments on the draft Annual Report. He also wished to thank officers and councillors working together across West Suffolk.

With the vote being unanimous, it was:

RECOMMENDED

That the Draft West Suffolk Annual Report 2015-2016, as contained in Appendix A to Report No: OAS/SE/16/013 be approved.

85. Public Participation

Simon Harding, a resident of Church Walks, Bury St Edmunds asked a question in connection with Item 8 on the agenda "Decisions Plan: June 2016

to May 2017". Page 63 referred to the "West Suffolk Operational Hub: Outcome of second round of consultation and proposed next steps" when this issue will be considered by Cabinet on 14 June 2016.

Due to the public interest in this item, I would like to suggest that the Cabinet meeting on 14 June 2016 and full Council on 28 June 2016 be moved to a larger alternative venue to enable the envisaged large number of members of the public to be accommodated, and that longer time be allowed for public questions.

In response, the Leader of the Council stated that the Council was expecting a high level of public interest in this item at Cabinet on 14 June 2016, and the meeting is being held in the Conference Chamber West at West Suffolk House, which has the capacity to accommodate 100 people. It has been arranged, in addition to the Conference Chamber, for members of the public to be able to view the Cabinet meeting via video link to other areas of West Suffolk House.

86. Presentation by the Leader of the Council

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 Leader of the Council, who had been invited to the meeting.

Report OAS/SE/16/014, set out the overall responsibilities of the Leader of the Council, which were:

- Leadership and strategic direction of the Council
- External relations and communications
- Strategic economic development
- East Anglia devolution deal.

Councillor John Griffiths, Leader of the Council opened his presentation by thanking the Committee for the invitation. He then set out the broad areas of responsibility in more detail on delivering against the Council's priorities; external relations with the wider world; strategic economic development and devolution. The presentation also included priorities for the future, such as developing a new strategic plan, taking into account of changing landscape; making the most of devolution opportunities; and anticipated changes from Whitehall, including RAF Barnham.

Members discussed the presentation in detail and asked a number of questions to which the Leader of the Council and officers, to which comprehensive responses were provided.

In particular discussions were held on the two devolution deals, shared funding and how the proposed mayor(s) would also be funded; the post office building in Bury St Edmunds and the prospect of enhancing it as another community facility.

The Chairman thanked the Leader of the Council for his informative presentation.

There being no decision required, the Committee **noted** the presentation by the Leader of the Council.

87. New Housing Development Sites Joint Task and Finish Group - Update

The Committee was advised that since the last meeting of the Joint Task and Finish Group in December 2015, the Service Manager for Planning-Development had been working with Suffolk authorities to come to an agreement on the wording of highways conditions designed to address the adoptions issues which often arise on new housing developments/estates.

The Service manager had not been able to finalise the work with Suffolk Highways due to recent staff changes, but was actively pursuing the finalisation of this work and planned to report back to the next Overview and Scrutiny Committee on 20 July 2016.

The Committee **noted** the contents of the update.

88. Decisions Plan: June 2016 to May 2017

The Committee received Report No: OAS/SE/16/015, which requested that Members peruse the Cabinet Decisions Plan for the Period June 2016 to May 2017, for which it would like further information on or might benefit from the Committee's involvement.

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

89. Work Programme and Re-Appointments to Task Groups / Suffolk County Council Heath Scrutiny

The Committee received Report No: OAS/SE/16/016, which updated Members on the current status of its rolling work programme of items for scrutiny during 2016 (Appendix 1).

The report also sought the re-appointment of members to the New Housing Development Sites Joint Task and Finish Group with Forest Heath District Council and also the Borough Council's nominated representative and substitute member on the Suffolk County Council Health Scrutiny Committee.

Re-appointments to Task and Finish Groups

The Committee considered the re-appointments to the existing Task and Finish Group for 2016-2017:

- (a) **New Housing Development Sites Joint Task and Finish Group:**
Councillors Jim Thorndyke, Diane Hind and Angela Rushen.

With the vote being unanimous, it was:

RESOLVED

That for 2016-2017 Councillors Jim Thorndyke, Diane Hind and Angela Rushen be re-appointed to the New Housing Development Sites Joint Task and Finish Group.

Suffolk County Council Health Scrutiny

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. It was recommended that the Members should ideally be from the Borough's Overview and Scrutiny Committee, although it was not essential as the necessary training would be provided by the County.

The Committee considered the report and two nominations were received for the position of the Borough Council's nominated representative on the Suffolk County Council Health Scrutiny Committee, this being Councillor Paul Hopfensperger and Councillor Margaret Marks. These nominations were then put to the vote by the way of a paper ballot and with the vote being 11 for Councillor Paul Hopfensperger and 5 for Councillor Margaret Marks, it was:

RECOMMENDED

That full Council be asked to confirm the appointment of Councillor Paul Hopfensperger as the Borough Council's nominated representative on the Suffolk County Council Health Scrutiny Committee for 2016-2017.

The nomination for the Borough Council nominated substitute representative was then put to the vote, and with the vote being unanimous, it was:

RECOMMENDED

That full Council be asked to confirm the appointment of Councillor Margaret Marks as the Borough Council's nominated substitute representative on the Suffolk County Council Health Scrutiny Committee for 2016-2017.

The Meeting concluded at 5.40 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Presentation by the Cabinet Member for Housing	
Report No:	OAS/SE/16/017	
Report to and date:	Overview and Scrutiny Committee	20 July 2016
Portfolio Holder:	Sara Mildmay-White Portfolio Holder for Housing Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to challenge in the form of questions. Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	
Recommendation:	Members of the Committee are asked to question the Cabinet Member for Housing on her portfolio responsibilities.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

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

1. Key issues and reasons for recommendation

1.1 Background

- 1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members.
- 1.1.2 To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.3 At this meeting, members of the Committee are asked to consider the responsibilities of the Cabinet Member for Housing, Councillor Mildmay-White.
- 1.1.4 The Cabinet Member for Housing has overall responsibility for the following:
- Choice based lettings
 - Homelessness advice
 - Public health
 - Private sector housing and Disabled Facilities Grants (DFGs)
 - Safeguarding
 - Social care
 - Strategic housing and housing policy

1.2 Proposals

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

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Overview and Scrutiny Committee



Title of Report:	Dog Fouling in West Suffolk	
Report No:	OAS/SE/16/018	
Report to and date:	Overview and Scrutiny Committee	20 July 2016
Portfolio holder:	Cllr Peter Stevens Portfolio Holder for Operations Tel: 01787 280284 Email: peter.stevens@westsuffolk.gov.uk	
Lead officer:	Mark Christie Service Manager (Business) Tel: 01638 719220 Email: mark.christie@westsuffolk.gov.uk	
Purpose of report:	<p>This report follows previous information provided in relation to the extent of dog fouling in St Edmundsbury and the actions that are taken to combat it.</p> <p>This includes a discussion on the use of dog DNA registration as a means to improve the enforceability of the dog fouling offence.</p>	
Recommendation:	<p>It is <u>RECOMMENDED</u> that Members <u>note</u> the report and consider the following:</p> <ol style="list-style-type: none"> (1) The results of the DNA registration trial at the London Borough of Barking and Dagenham. (2) Trialling a reward scheme as a means to encourage information to be reported about dog fouling incidents. (3) The proposed conditions for a potential Public Space Protection Order in St Edmundsbury. 	

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 checked="" type="checkbox"/> No <input type="checkbox"/>	• Subject to future recommendations	
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 checked="" type="checkbox"/> No <input type="checkbox"/>	• Introducing a PSPO across West Suffolk will require a period of advertising and consultation before being legally implemented.	
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*
Public perception – negative perception of the impact of the PSPO.	High	Information provided. Consultation process.	Medium
Public perception - action taken by the council to combat dog fouling	Medium	Effective communication strategy	Low
Reputation – not seen to be active in resolving the problem	Medium	Respond to all complaints; Community engagement	Low
Reputation – no enforcement activity taken	High	Work with community. Encourage information and evidence to be provided	Medium
Ward(s) affected:	All wards across West Suffolk		
Background papers: <i>(all background papers are to be published on the website and a link included)</i>	Dog fouling report, July 2015 Minutes July 2015 Minutes Nov 2015		
Documents attached:	Appendix 1 – Case Study: Wickhambrook Parish Council Appendix 2 – Potential Public Space Protection Orders for St Edmundsbury		

1. Introduction

- 1.1 This paper aims to provide an overview of the actions and investigations undertaken to combat dog fouling, including an update on progress with the trial at the London Borough of Barking and Dagenham to investigate the use of DNA registration to tackle dog fouling.
- 1.2 Members will recall the issues associated with dog fouling, notably the localised nature of the problem and the fact that it is caused by the irresponsible actions of a minority number of dog owners. In order to reduce dog fouling, a number of actions were put forward for further investigation aimed to:
1. Improve guidance for staff;
 2. Launch a 'Clean It Up' campaign in October 2015;
 3. Implement a new PSPO for dog fouling offences across St Edmundsbury, subject to consultation;
 4. Consider a FPN reward scheme across West Suffolk for reported dog fouling offences;
 5. Investigate the DNA registration service offered by PooPrints UK;
 6. Investigate the Paws on Patrol campaign; and
 7. Investigate a banner campaign for football pitches with Suffolk FA.

Progress with the above is outlined below.

2. Trial with Wickhambrook Parish Council on the effective reduction of dog fouling

- 2.1 In an attempt to understand the most effective measures to reduce dog fouling, a trial was held in partnership with Wickhambrook Parish Council, using the principles of the councils' Love Where You Live campaign (LWYL). The objectives included:
- Understanding the most effective methods to reduce dog fouling incidents;
 - Understanding how best to support local groups and organisations take effective action locally to reduce dog fouling; and
 - To develop a "toolkit" that can be used by other Parish Councils to deliver localised actions to combat dog fouling.
- 2.2 A summary of the trial and the range of actions undertaken are set out in **Appendix 1**. Overall, the results from the trial and feedback from the parish council indicated that there was a noticeable reduction in the number of dog fouling incidents. The introduction of two bag dispensers removed the excuse of not having a bag to clear up and the new signage also helped highlight the need to clear up and be a responsible dog owner.
- 2.3 The trial has combined improvements such as signage and bags dispensers, alongside raised awareness via the Parish Council website, leaflets and the parish magazine to change behaviour as well as encouraging reporting of people not picking up after their dogs. Following discussions with the Parish Council,



further work is being planned with the local school to target parents who walk their dog when taking their children to and from school.

- 2.4 Once finalised, a toolkit will be produced and promoted to all parish councils and other organisations/groups. The purpose of the toolkit is to provide guidance on actions that can be taken and to provide access to the resources that can be used. This will be complemented by support and advice from council officers, alongside encouragement for community involvement. Fundamental to the success is to encourage local action to support the campaign and deliver environmental improvement. Successful use of this approach has already been achieved with groups in other communities such as Kentford whereby equipment and other support are provided to support the work of local volunteers.

A further 'urban' area trial is being looked at off Symonds Road in Bury St Edmunds where dog fouling has been reported as an ongoing issue.

- 2.5 As reported previously, we will continue to respond to complaints to gather information, patrol 'hot spot' locations and talk to local groups/residents. Examples of other specific actions taken include:

- Following installation of new signage and a dog bin in Great Whelnetham, a local volunteer spread the message on social media as well as delivering flyers to households within the village.
- Great Bradley purchased a dog bag dispenser for its playing field and has noted a marked improvement on the field and no fouling on the surrounding footpaths where there was previously an issue.
- In Red Lodge the installation of more dog bins did not reduce dog fouling. However new warning signs have resulted in a marked decrease in incidents.
- The sports pitches used by Haverhill rugby club have been reported as having a dog fouling issue. Signage was installed but was vandalised so the area is being monitored two or three times a week. No offences have been witnessed to date.

- 2.6 Tackling dog fouling will require a combination of preventative actions such as education and measures to raise awareness, as well as reactive actions such as acquiring good intelligence to enable enforcement action.

3. Public Space Protection Orders (PSPO)

- 3.1 At present, orders are in place that requires certain behaviours of dog walkers in certain locations. These are:

- Across St Edmundsbury, there is a requirement for dog walkers to clear up after their dog; and
- At Haverhill recreation ground, there is a requirement to keep dogs on a lead.

- 3.2 Supporting this are rules excluding dogs from specific locations such as play areas in order to prevent dog fouling. The above is promoted by signage.
- 3.3 Following the introduction of the Anti-Social Behaviour, Crime and Policing Act 2014, the above orders will expire in September 2017. These are replaced by the use of Public Space Protection Orders (PSPOs) which are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life. The PSPOs impose conditions on the use of that area which apply to everyone.
- 3.4 The Family and Communities team is leading and coordinating a council-wide response to this legislation for West Suffolk. This is intended to encourage a consistent approach, to avoid a piecemeal decision making process and to ensure that the consultation process is efficient.
- 3.5 As part of the development of the PSPO for dog fouling, it is considered necessary to apply three key conditions (see **Appendix 2** for the potential Order):
1. All public space in West Suffolk to require dog walkers to clear up after their dog. Failure to do so will incur a fixed penalty (maximum permitted fine is £100).
 2. To exclude dogs from the locations listed in **Appendix 2**. This is intended to prevent dog fouling in areas visited by children as they have the greatest risk of contracting Toxocara Canis, an infection which is a cause of blindness and may provoke rheumatic, neurologic, or asthmatic symptoms.
 3. To require dogs to be kept on leads from the locations listed in **Appendix 2**.
- 3.6 These conditions are to replace and improve the current arrangements, both the current orders and the current rules. The conditions will also enable the council to raise the Fixed Penalty Notice (FPN) fine from £50 to a maximum of £100, which will hopefully provide additional incentive (with appropriate publicity) to encourage certain dog walkers to change behaviour.
- 3.7 The council must carry out consultation and publicity before making an Order, which has to include the Chief Officer of Police, the Police and Crime Commissioner and any representatives of the local community they consider appropriate. (The Kennel Club has a specific interest in any orders relating to dogs). A PSPO lasts for a maximum of 3 years unless extended; they can be varied or discharged during this period.
- 3.8 Discussions have commenced with the police and Legal Services in addition to reviewing use of the PSPO by other councils. A coordinated approach for West Suffolk will be completed by the end of the financial year. Other issues may also emerge during the consultation process to transfer existing arrangements to the new PSPOs.
- 3.9 There are no additional resources to increase the number and frequency of enforcement patrols. However as demonstrated with the trial at Wickhambrook,

it is possible to reduce incidents of fouling through better engagement with local residents as part of a targeted campaign. Local residents are important sources for information and are the eyes and ears of the local community. Moving forward it is important that we continue to gather information in order to target specific hot spot locations.

4. Fixed Penalty Notice Reward Scheme

- 4.1 A number of councils have introduced a 'reward scheme' offering the full or partial amount of a paid Fixed Penalty Notice (FPN) as a reward to any person reporting someone not clearing up after their dog. There is no cost involved apart from administrating the payments as the fine finances the reward.
- 4.2 For the scheme to work, the witness of any dog fouling incident has to be willing to make a statement and go to court if a FPN is not paid. The witness would only receive the reward if the FPN had been paid or for a successful prosecution.
- 4.3 Councils elsewhere have offered reward schemes covering a range of enviro-crime as in the London Borough of Bromley and Walsall MBC. Hyndburn BC introduced a 'dog detectives' £50 reward in 2015 following decreasing FPNs issued by officers and Stafford BC has also introduced a £75 reward which has been claimed by a small number of residents. The true extent of the success of any reward scheme is not in the number of FPNs issued but through the implied message that anyone could be watching and ready to report offenders. This is trying to create a behaviour change rather than increase the number of FPNs being issued and in this respect it is similar to the approach of the 'We Are Watching You' campaign.
- 4.4 It is recommended that the council considers using or trial the use of a reward scheme to support the reduction in dog fouling incidents, particularly in hot spot locations. The positive effect is to encourage local vigilance, although success in terms of prosecution will ultimately be driven by witnesses being prepared to go to court if necessary.
- 4.5 We have so far had three witness reports from residents willing to make a statement. Two of these resulted in an FPN being issued, while in the third a warning letter was issued. Neither of the issued FPNs has been paid; one resulting from a vehicle registration was unsuccessful as the vehicle owner had moved address and the DVLA database had not been updated. The other case is currently being prepared for prosecution.

5. DNA Registration

- 5.1 The London Borough of Barking and Dagenham (LBBD) is the first council in the UK to trial DNA testing in an effort to tackle dog fouling. A pilot scheme was introduced in January for approximately four months. The results of the trial and the opportunities moving forward were presented at a seminar held on 30 June 2016. The key learning outcomes from the event included:
 - The cost of initial DNA registration is £35 per dog depending on the size of the program and the number of dogs registered; the cost for DNA waste matching is £80 per sample.

- The LBBDD held trials at the three parks in the borough. Registration was free (funded by PooPrints UK) for the first 1,000 dogs. There was a total of 325 registrations out of about 12,000 households.
- Research indicated that those registering were responsible dog owners, who already clear up after their dog. During the trial 40 samples were collected for DNA analysis (at a cost of £3,200), with one positive match. A warning letter was sent to the resident but no fixed penalties were issued.
- Surveys before and after the trial indicated that the incidents of dog fouling reduced by approximately 50%. This was associated with the publicity campaign run as part of the trial although it is unclear how this will be sustained in the longer term.
- Legal advice is being sought on the use of PSPO's and how they can be applied in relation to the use of DNA registration.
- A requirement for compulsory DNA registration of dogs as part of the council housing tenancy agreement is being considered.
- Some of the identified limitations included:
 - Dedicated officer resources are needed to collect samples and undertake enforcement.
 - Registration was only undertaken by those already considered to be responsible dog owners. Not all dogs were required to be registered.
 - The DNA registration database needs to be updated and accurate and must be able to take account of visitors to the area.
 - The use of a PSPO had not commenced and there is no case law to determine how the provisions of the PSPO can be enforced.
 - There is no case law at the moment to understand how magistrates will determine any case brought before them.

5.2 Moving forward LBBDD council is considering six-month amnesties to encourage people to sign up, which would mean that the person couldn't be prosecuted for past offences.

5.3 The cost benefit of the registration scheme is still under review, although at present the results indicate that the costs of the scheme tend to fall on responsible dog owners.

6. Guidance for staff

6.1 A key concern raised during the discussion at Overview and Scrutiny was the under-reporting of dog fouling incidents in West Suffolk.

6.2 An online form is available on the council's website for residents to report dog fouling that they have witnessed or that require removing. The information obtained is passed to officers for review.

6.3 Following the outcomes of the trial with Wickambrook PC, we intend to introduce a promotional campaign in October this year to highlight the need for information on any dog owners tempted not to clear up when the daylight hours are shorter. October has been chosen as it is the end of British Summer Time and it is associated with an increase in incidents. The campaign will involve:

- New guidance for staff, which will be distributed to front line staff and promoted through the intranet. There will be specific advice to residents about reporting information and the information required.
- Promotion to targeted groups and the media to highlight that dog mess can be disposed of in any public litter bin not just a specific red dog bin, the location of free bag dispensers, and reinforce the reporting of incidents, particularly using an online form.
- Improving the use of social media, including how residents can use technology e.g. smart phones, to capture incidents.

7. Additional projects

7.1 There has been limited progress with the following projects due to the reasons stated.

7.2 Paws on Patrol

This initiative is a program with Suffolk police which encourages dog walkers to register with the police and then report any suspicious behaviours they may come across whilst out and about. Discussion with the police has ruled out their future involvement in this campaign due to resource issues.

7.3 Investigate a banner campaign for football pitches with Suffolk FA

The Suffolk FA is unable to support this campaign financially due to insufficient funding. Discussions are however underway to run a similar campaign in Haverhill following dog fouling reports on a local sports pitch.

Case Study – Overview of the trial with Wickhambrook Parish Council



Community Action:

Preventing dog fouling

June 2016

1.0 Dog Fouling

The Pet Food Manufacturers Association estimated that the dog population was 9 million in 2014 or 24% of UK households with the amount of excrement being produced probably exceeding 1,000 tonnes per day.

Fortunately the majority of dog owners are responsible with 9 out of 10 clearing up their dog mess, the problem is the one person who still does not bag it and bin it!

Dog mess is a nuisance and is associated with various diseases including toxocariasis which is a roundworm whose eggs can be found in dog mess. This causes stomach upsets, sore throats, asthma and in rare cases blindness.

When irresponsible dog owners do not clear up not only are they committing an offence but they are leaving behind something which can be easily picked up by young children or stood in by others.

2.0 Case Study

2.1 Wickhambrook Trial

Like many other villages Wickhambrook have playing fields adjacent to their community hall; dog bins are located at all four corners where residents have access.

All dog bins are emptied weekly and are well used but dog fouling was still evident on the playing fields although the number of incidents were not being officially reported.



The parish council raised concerns that even though there were plenty of warning signs in place, dog fouling remained a problem for people using the playing fields.

As this was a common issue in similar rural communities across the West Suffolk a trial campaign was proposed to test some new ideas including publicity, bag dispensers, new signage and warning flyers.

2.1.1 Stages of the trial

The trial period began in October 2015 and continued until January 2016. The objectives were to see what effect implementing the different stages had on reducing the number of dog fouling incidents.

- **Publicity**

An article was written for the October issue of the village newsletter and this was also posted on the village website (a copy of this template article is included in the appendix). The article was used to highlight the issue of dog fouling and included a form for residents to record any dog fouling incidents they witness.

- **Bag Dispensers**

Two bag dispensers were installed by the two main access locations to the village playing field. The parish council and hall trustees agreed to monitor the stock levels and purchasing new bags to replenish the dispensers when necessary.

Once these were installed the parish council publicised these new additions to make residents aware that they had been installed through the village website and newsletters.



- **New Signs**

New signs were designed and are now available for anyone to download from our website at:

www.westsuffolk.gov.uk/bins/street_cleaning/dogfouling.cfm

The first new sign used contained a softer message for dog owners to 'please clean up after your dog'; these signs were installed at all access points to the playing field and other suitable locations around the field.

Soft Message Sign



Hard Message Sign



After two weeks the harder message signs with a more graphic image and the wording 'shameful, filthy, selfish' were situated on wooden stakes at the four access locations to the playing field.

2.1.2 Additional Signage



This 'Warning' sign is also available online to download; it was not used in the Wickhambrook trial but is being used at Red Lodge. This followed reports that the additional dog bins purchased by Red Lodge parish council were not reducing the dog fouling issue.

2.1.3 Flyer



Reporting Dog Fouling

Forest Heath & St Edmundsbury councils
West Suffolk
working together

Your Details
Contact name: _____
Home phone: _____
Email address: _____
Home address: _____

Incident Details
Date, time and location of fouling incident

Type of dog involved

Name of person responsible for the dog at the time of fouling (if known)

Name and address of person responsible (if known)

Car registration, make, model and colour (if a vehicle was involved)

Please report incidents to:
customer.services@westsuffolk.gov.uk
or 01284 763233

The wanted poster has also been incorporated into a flyer which can be printed and distributed to properties in or near 'hot spot' locations, and supports the message in the signage. There is also an online version of the form available for residents to report any incidents they witness:

http://www.westsuffolk.gov.uk/bins/street_cleaning/dogfouling.cfm

(At Wickhambrook this final stage was not implemented as the prior stages had notably reduced fouling incidents)

3.0 Findings and conclusions

To reduce dog fouling it is necessary to change the behaviours of the minority of the irresponsible dog owners who are not clearing up.

The stages used in this trial aimed to remove some of the excuses for not clearing up and to reinforce the message concerning 'unacceptable behaviours'.

Key outcomes include:

- The amount of dog fouling incidents monitored at the Wickhambrook playing fields significantly reduced over the trial period; in the weeks before the trial started there was an average of 8 incidents of dog fouling per week; in the

weeks after the final stages had been introduced there was an average of 3 incidents of dog fouling per week.

- Awareness of dog fouling has been significantly highlighted within the community through the use of publications and new signage. The use of the local parish council magazine proved successful. We are also looking to extend the publicity campaign at the local school.
- Bag dispensers have not been vandalised and minimal restocking has been needed so the supply of free bags has not been abused.

The stages used in the trial can be adapted to suit the particular needs or resources available to any organisation facing problems with dog fouling.

Highlighting dog fouling within a local community, in conjunction with local community support and having that community implement actions considered appropriate will be key to the success of any campaign.

4.0 Year Planner

Dog fouling complaints are more prevalent from October to March when the clocks have changed and there are less daylight hours; dog owners who are not clearing up are less visible and the number of reported incidents increases during this period.

It is therefore essential to start raising awareness in October to remind local residents and continue this throughout the winter months with updates and publicity as required.

October – March

Start publicity in October (Parish and other community newsletters, websites and social media links) continue to update monthly throughout winter months

Although the summer months are quieter for reported incidents there is a campaign that offers the chance of summertime reminder to dog owners to be responsible

July/August

Targeted campaign (message reinforcement campaign based on The Dogs Trust Big Scoop Campaign)

5.0 Other actions under consideration

We are looking at a variety of options to reduce dog fouling in West Suffolk. This will consider the following:

- Public Space Protection Orders (PSPO)- to be introduced to increase the amount of the Fixed Penalty Notice (FPN) up to £100.
- Possibility of rewarding residents who report offenders where a FPN is paid or a case successfully taken to court.
- Increased use of social media to raise the profile of dog fouling within communities.
- Continue to participate in targeted awareness raising campaigns.

Thank you to Wickambrook Parish Council for their support during the trial to reduce dog fouling

Potential PSPO for St Edmundsbury



The Anti-social Behaviour, Crime and Policing Act 2014

**The Public Spaces Protection Order - (St Edmundsbury Borough Council)
2016**

St Edmundsbury Borough Council (in this order called "the Authority") hereby make the following Order:

This Order comes into force on Monday the of 2016 for a period of 3 years.

Offences

1. Fouling

If within the administrative area of the Authority a dog defecates at any time on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless

(a) he/she has reasonable excuse for failing to do so;

or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2. Exclusion

A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or to remain on, any play area, multi-use games area, green gym, wheel park detailed in Schedule One or; any fenced sports area between 1st August and 31st May (football season) detailed in Schedule One unless

(a) he/she has reasonable excuse for failing to do so;

or

(b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Exemptions

Nothing in this order shall apply to a person who –

(a) is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or

(b) is deaf, in respect of a dog trained by Hearing Dogs for Deaf People

(registered charity number 293358) and upon which he relies for assistance; or

(c) has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

For the purpose of this order –

- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device for or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces;
- “an authorised officer of the Authority” means an employee, partnership agency or contractor of the authority who is authorised in writing by St Edmundsbury Borough Council for the purposes of giving directions under the Order.
- Each of the following is a "prescribed charity" -
 - _ Dogs for the Disabled (registered charity number 700454)
 - _ Support Dogs Limited (registered charity number 1088281)
 - _ Canine Partners for Independence (registered charity number 803680)

4. Penalty

A person who is guilty of an offence under this order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Schedule One: Dog Exclusion Areas

This order applies to all enclosed areas of land as described below:

Map No	Bury St Edmunds Area	Type of area covered	Post Code	Ward
1	Abbey Gardens	Play area	IP33 1LX	Abbeygate
2	Acacia Avenue	Multi use games area	IP32 6HE	Northgate
3	Acorn Park	Play area	IP32 7PG	Moreton Hall
4	Appledown Park	Play area	IP32 7HQ	Moreton Hall
5	Bedell Close	Play area	IP33 2HS	Westgate
6	Corsbie Close	Play area	IP33 3ST	Moreton Hall
7	Darby Close	Play area	IP32 7LE	Moreton Hall
8	Flying Fortree Park	Play area & multi use games area	IP32 7LE	Moreton Hall
9	Gainsborough Rec	Play area	IP33 3QQ	Minden
10	Glastonbury/Horringer Court	Play area	IP33 2EW	Southgate
11	Hardwick Heath	Play area & fenced sports Pitch areas	IP33 2RB	Southgate
12	Heldhaw Road	Play area	IP32 7ER	Moreton Hall
13	Hepworth Ave	Play area	IP33 3XS	Minden
14	Hooper Square	Play area & multi use games area	IP33 3HL	Minden
15	Nowton Pit	Play area	IP33 2BU	Southgate
16	Oakes Road	Play area & fenced sports Pitch areas	IP32 6PU	St Olaves
17	Olding Road Wheel park	Wheel Park	IP33 3TA	Minden
18	Priors Park (Ashwell Rd)	Play area & multi use games area	IP33 3LN	Minden
19	Ridley Road	Play area	IP33 3HW	Minden
20	Severn Road	Play area	IP32 6NF	Northgate
21	St James Park	Play area	IP32 7LN	Moreton Hall
22	St Peters Pit	Play area	IP33 3RE	Risbygate
23	Tayfen Meadow	Play area	IP33 3ZA	Risbygate
24	Tollgate Recreation area	Play area, multi use games area & fenced sports pitch area	IP32 6RW	St Olaves

	Bury Rural Areas North	Type of area	Post Code	Ward
25	Nowton Park	Play area & fenced sports area	IP29 5BD	Horringer & Whelnethan
26	West Stow Country Park	Play area	IP28 6HG	Risby

	Haverhill Area	Type of area	Post Code	Ward
27	Allington Walk	Play area, multi use games area	CB9 9AT	Haverhill North
28	Bramley Road/Bergamot Vale	Play area	CB9 9PR	Haverhill West
29	Castle Playing Fields	Play area	CB9 9DE	Haverhill West
30	Cloverfield	Play area	CB9 9QE	Haverhill West
31	East Town Park (including Mottsfield)	Play areas, green gym, multi use games area.	CB9 7UW	Haverhill East
32	Emperors Green (Julian Close)	Play area	CB9 0NN	Haverhill East
33	Haverhill Recreation Ground	Play area	CB9 8HF	Haverhill South
34	Henry Close	Play area	CB9 9PU	Haverhill South
35	Hopton Rise	Play area	CB9 7FS	Haverhill West
36	Howe Road	Play area & wheel park	CB9 9NJ	Haverhill North
37	Ingham Road Green	Play area, multi use games area.	CB9 0HR	Haverhill
38	Jubilee Park	Play area	CB9 8LL	Haverhill South
39	Lavender Field	Play area	CB9 9QD	Haverhill West
40	Lowry Close	Play area	CB9 7GH	Haverhill West
41	Puddlebrook Playing Field	Wheel park	CB9	Haverhill
42	Quendon Place	Play area	CB9 0JU	Haverhill East
43	Raine Avenue	Play area	CB9 9QF	Haverhill West
44	Strasbourg Square	Play area	CB9 0HR	Haverhill
45	York Road	Play area	CB9 8JE	Haverhill

	Rural Areas South	Type of area	Post Code	Ward
46	*Clare Castle Country Park	Play area	CO10 8NJ	Clare
47	Westfield Close, Clare	Play area	CO10 8NU	Clare

*Site owned by Clare Town Council and managed by Clare Castle Country Park Trust

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Decisions Plan: July 2016 to May 2017	
Report No:	OAS/SE/16/019	
Report to and date:	Overview and Scrutiny Committee	20 July 2016
Portfolio Holder:	John Griffiths Leader of the Council Tel: 01284 757136 Email: john.griffiths@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period July 2016 to May 2017. Items which had 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: July 2016 to May 2017	

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Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2016 to 31 May 2017

Publication Date: 17 June 2016

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 2017. 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 St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

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
Removed from Plan Page 34	Bury St Edmunds Destination Management Organisation (DMO) This item has presently been removed from the Decisions Plan pending further research and investigation. It is expected that the matter will be reconsidered in spring 2017.				Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager (Development and Growth) 01284 757343		
19/07/16 New Item	West Suffolk: Promoting Physical Activity The Cabinet will be asked to approve the approach to promoting physical activity in West Suffolk, following consultation with Portfolio Holders, Councillors and partner organisations. Approval of this document will also be sought from Forest Heath District Council's Cabinet.	Not applicable	(KD)	Cabinet	Joanna Rayner, Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	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
<u>Not before</u> 19/07/16	Proposal to Increase Membership of the Grant Working Party Following consultation with the Working Party, the Leader of the Council will be asked to approve an increase in membership for the Grant Working Party from 7 to 8 Members.	Not applicable	(D)	Leader of the Council	John Griffiths Leader of the Council 07958 700434	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to the Leader of the Council, in his capacity as having responsibility for the Cabinet Working Parties/Panels etc.
19/07/16 New Item	Terms of Reference for the Joint Member Development Group The Cabinet be asked to approve proposed changes to the terms of reference for the informal Joint Member Development Group. This decision will also be required of FHDC's Cabinet.	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet.
Removed from Plan	Funding for Growth Projects in the Borough This item has been removed from the Decisions Plan as a separate item as the issues requiring				Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager		

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
	consideration will now be incorporated into the proposed revised Medium Term Financial Strategy, which is contained elsewhere on this Decisions Plan.					(Economic Development and Growth) 01284 757343		
06/09/16 (Deferred from 2 Sept 2014)	North East Bury St Edmunds Masterplan: Transport Assessment Whilst full Council adopted the North East Bury St Edmunds Masterplan in June 2014, Members requested that the Transport Assessment which will accompany the forthcoming planning application should firstly be considered by the Sustainable Development Working Party (SDWP) before the planning application is determined by the Development Control Committee. The Cabinet will be asked to consider the rec's from the SDWP relating to this issue.	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Abbeygate ; Eastgate; Fornham; Great Barton; Minden; Moreton Hall; Northgate; Risbygate; Southgate; Westgate	Recommendations from the Sustainable Development Working Party 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
06/09/16 (Deferred from 8 Sept 2015) Page 37	Animal Boarding, Dog Breeding Establishments and Pet Shops - Licensing Conditions The Cabinet will be asked to consider the recommendations of the Licensing and Regulatory Committee regarding proposed revised licensing conditions for Animal Boarding, Dog Breeding Establishments and Pet Shops, following consultation.	Not applicable	(R) - Council tbc	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Amanda Garnham Licensing Team Leader 01284 757048	All Wards	Recommendations from the Licensing and Regulatory Committee to Cabinet and Council.
06/09/16 (Deferred from 23 June 2015)	Leisure Development Proposals for West Stow Country Park The Cabinet will be asked to make recommendations to full Council, in respect of leisure development proposals for West Stow Country Park.	Paragraph 3	(R) - Council tbc	Cabinet/ Council	Joanna Rayner, Leisure and Culture 07872 456836	Richard Hartley Commercial Manager 01284 757055	All Wards	Part Exempt Report to Cabinet with recommendations to Council
06/09/16	Cavendish Road, Clare: Development Brief The Cabinet will be asked to consider the	Not applicable	(R) - Council 27/09/16	Cabinet/ Council	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306	Clare	Recommendations of the Sustainable Development

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
	recommendations of the Sustainable Development Working Party in respect of seeking approval for the Development Brief for Cavendish Road, Clare. This will be subject to full Council approval.							Working Party to Cabinet and Council.
06/09/16 New Item	Newbury Community Centre Project The Cabinet will consider an update and any next steps for the Council's joint project with Newbury Community Association, Suffolk County Council and Havebury Housing Partnership to replace the Newbury Community Centre.	Not applicable	(KD)	Cabinet	Robert Everitt Families and Communities 01284 769000	Alex Wilson Director 01284 757695 Polly Kane Families and Communities Officer 01284 757077	St Olaves	Report to Cabinet
20/09/16	Housing Development Company - Barley Homes (Group) Ltd - Initial Five Year Business Plan The Cabinet will be asked to make recommendations to full Council, in respect of approving funding to	Paragraph 3	(R) - Council 27/09/16	Cabinet/ Council	Sara Mildmay-White Housing 01359 270580	Simon Phelan Head of Housing 01638 719440	All wards	Recommendations from the <u>Overview and Scrutiny Committee</u> ; 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
	implement the initial five year Business Plan for the Council's wholly owned Housing Development Company: Barley Homes (Group) Ltd.							
20/09/16 New Item Page 39	Review of the Medium Term Financial Strategy The Cabinet will be asked to consider the recommendations of the <i>Overview and Scrutiny Committee</i> and recommend to full Council, approval of the Medium Term Financial Strategy following its review. This has been jointly produced with FHDC.	Not applicable	(R) - Council 27/09/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
18/10/16	Delivering a Sustainable Budget 2017/2018 Cabinet will be asked to consider rec's of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2017/2018.	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations 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
18/10/16	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
18/10/16 (Deferred from 21 June 2016)	Enterprise Zones: Memorandum of Understanding The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee following its consideration of the financial implications contained in a draft Memorandum of Understanding for the two Enterprise Zones located in St Edmundsbury.	Not applicable	(D)	Cabinet	Alaric Pugh, Planning and Growth 07930 460899	Steven Wood Head of Planning and Growth 01284 757306 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Recommendations from the Performance and Audit Scrutiny Committee to Cabinet.
01/11/16 New Item	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the <i>Overview and Scrutiny</i>	Not applicable	(R) – Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and

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
	<i>Committee</i> and recommend to full Council, approval of a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District Council.							Council.
06/12/16 Page 41	Applications for Community Chest Grant Funding 2017/2018 The Cabinet will be asked to consider recommendations of the Grant Working Party in respect of applications for Community Chest funding for the 2017/2018 year.	Not applicable	(KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robert Everitt, Families and Communities 01284 769000	Davina Howes Head of Families and Communities 01284 757070	All Wards	Recommendations from the Grant Working Party to Cabinet.
06/12/16	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for 2017/2018 prior to seeking its approval by full Council.	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	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
06/12/16	Council Tax Base for Tax Setting Purposes 2017/2018 - Cabinet will be asked to recommend to full Council the basis of the formal calculation for the Council Tax Base for the financial year 2017/2018.	Not applicable	(R) - Council 20/12/16	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
07/02/17	Budget and Council Tax Setting 2017/2018 and Medium Term Financial Strategy- Cabinet will be asked to consider the proposals for the 2017/2018 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 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Reports to Cabinet and Council.
07/02/17	Annual Treasury Management and Investment Strategy 2017/2018 and Treasury Management Code of Practice Cabinet will be asked to	Not applicable	(R) - Council 21/02/17	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	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
	recommend to full Council the approval of the Treasury Management and Investment Strategy 2017/2018, which must be undertaken before the start of each financial year.							
07/02/17 Page 43	Revenues Collection Performance and Write Offs - Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.
23/05/17	Revenues Collection Performance and Write Offs - The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet with exempt appendices.

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
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 DEFINITION

- (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

Page 45

Membership of the Cabinet and their Portfolios:

Cabinet Member	Portfolio
Councillor John Griffiths Councillor Sara Mildmay-White	Leader of the Council Deputy Leader of the Council/ Housing
Councillor Robert Everitt Councillor Ian Houlder	Portfolio Holder for Families and Communities Portfolio Holder for Resources and Performance
Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens	Portfolio Holder for Planning and Growth Portfolio Holder for Leisure and Culture Portfolio Holder for Operations

(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 amended from 1 December 2015 to one Member/two Substitutes 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 Pablo Dimoglou	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Mike Barnard
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Michael Wassell	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Geoff Holdcroft	Cllr Sara Mildmay-White	Cllr Sue Allen
Cllr Ellen Jolly	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Letitia Smith

Page 46

Steven Boyle
Interim Service Manager (Legal and Democratic Services)
Date: 17 June 2016

Overview and Scrutiny of Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Work Programme Update	
Report No:	OAS/SE/16/020	
Report to and date:	Overview and Scrutiny Committee	20 July 2016
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 07890 198957 Email: diane.hind@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016-2017 and current Task and Finish Groups running (Appendix 1);</p> <p>2) To remind Members to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny (Appendix 2).</p>	
Recommendation:	<p>Overview and Scrutiny Committee:</p> <p>1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016-2017.</p>	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Documents attached:	<p>Appendix 1 – Current Work Programme and Task and Finish Group</p> <p>Appendix 2 - Work Programme Suggestion Form</p>	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting. The work programme also leaves space for Call-ins and Councillor Calls for Action. The current position of the work programme for 2016 is attached at **Appendix 1** for information.

1.2 Member Work Programme Suggestion Form

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

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

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

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

Description	Lead Officer	Details
14 September 2016		
Portfolio Holder Presentation (Cllr Pugh)	Planning and Growth	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Information Strategy	Head of Resources and Performance	To scrutinise a West Suffolk Information Strategy which has been jointly produced with Forest Heath District Council.
Medium Term Financial Strategy	Head of Resources and Performance	To carry out a review of the Medium Term Financial Strategy
New Housing Development Sites Joint Task and Finish Group	Service Manager (Planning – Development)	Final report – to jointly review with St Edmundsbury Borough Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 November 2016		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Housing Development Company (Barley Homes Group Ltd) Annual Business and Delivery Plan	Head of Housing	To scrutinise the Housing Development Company Annual Business and Delivery Plan.
Car Parking	Car Parks Manager	To receive an annual report on car parking in the Borough

Description	Lead Officer	Details
North West and North East Haverhill Relief Road, including the Haverhill Town Centre Master Plan	Principal Growth Officer	To receive an update on the scheme.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
11 January 2017		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
West Suffolk Housing Strategy	Head of Housing	Update on progress against Action Points.
Directed Surveillance (Quarter 3)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
15 March 2017		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.

Description	Lead Officer	Details
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Futures items identified to be programmed:

1. Future Developments for Regional Transport in West Suffolk (A1307) – Progress Report.

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 Forest Heath District Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	9 March 2016
			Progress updates	<u>Forest Heath</u> Ruth Bowman Bill Sadler	20 April 2016
			23 January 2014		8 June 2016 20 July 2016 14 September 2016



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

Suggestion from:

What would you like to suggest for investigation / review?

Please continue on a separate sheet if necessary

What are the main issues / concerns to be considered?

Please continue on a separate sheet if necessary

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

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

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

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

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

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

Please return this form to the:

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

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)