

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 21 July 2016										
Time:	6.00 pm										
Venue:	Council Chamber District Offices College Heath Road Mildenhall										
Full Members:	<p style="text-align: center;">Chairman Simon Cole</p> <p style="text-align: center;">Vice Chairman Ruth Bowman</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>John Bloodworth</td> <td>Brian Harvey</td> </tr> <tr> <td>Ruth Bowman</td> <td>Nigel Roman</td> </tr> <tr> <td>Rona Burt</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%;">Simon Cole</td> <td style="width: 33%;">David Palmer</td> </tr> </table> <p><u>UKIP Member (1)</u> Reg Silvester</p>	Chris Barker	Christine Mason	John Bloodworth	Brian Harvey	Ruth Bowman	Nigel Roman	Rona Burt		Simon Cole	David Palmer
Chris Barker	Christine Mason										
John Bloodworth	Brian Harvey										
Ruth Bowman	Nigel Roman										
Rona Burt											
Simon Cole	David Palmer										
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 Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk										

Public Information



Forest Heath

District Council

Venue:	District Offices College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 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 District Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public speaking:	<p>Members of the public who live or work in the District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
Induction loop:	An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.	
Recording of meetings:	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>	

Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

2. Apologies for Absence

3. Minutes

1 - 8

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

4. Public Participation

Members of the public who live or work in the District are invited to put question / statements 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 of public speaking, which may be extended at the Chairman's discretion.

5. Presentation by the Lead Member for Housing

9 - 12

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

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

6. Review and Revision of the Constitution

Article 14 of the Forest Heath District 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.

7. 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.

8. Decisions Plan: July 2016 to May 2017

13 - 26

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

9. Work Programme Update and Suggestion for Scrutiny

27 - 40

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

Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 9 June 2016** at **6.00 pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole

Chris Barker
John Bloodworth
Ruth Bowman
Christine Mason

Reg Silvester
Brian Harvey
David Palmer

78. **Substitutes**

There were no substitutes at the meeting.

79. **Apologies for Absence**

No apologies for absence received.

Councillor Bill Sadler was unable to attend the meeting.

80. **Minutes**

The minutes of the meeting held on 21 April 2016, were accepted by the Committee and signed by the Chairman.

81. **Public Participation**

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

82. **Transport Links for Rural Villages in Forest Heath**

The Committee received Report No: OAS/FH/16/013, which reminded members that in January 2016, it resolved to include in its forward work programme a member suggestion on transport links for rural villages in Forest Heath. The Committee had acknowledged that the District Council was not the responsible authority for transport and suggested before contacting various bus and rail operators that Suffolk County Council be invited to a

future meeting of the Committee to listen to its concerns regarding transport issues in Red Lodge and to answer questions from the Committee.

The Chairman welcomed to the meeting Mr Phill Magill (Passenger and Transport Operations Manager) from Suffolk County Council (SCC) who was in attendance to answer questions. He advised that the Suffolk County Council Portfolio Holder for Roads and Transport (Councillor James Finch) had sent his apologies and was unable to attend due to personal matters.

Councillor Lance Stanbury, Portfolio Holder for Planning and Growth informed the Committee and Mr Magill that Red Lodge was an expanding area and transport (buses and trains) had not kept up with the development of the area. He then asked questions on SCC's transport policies and strategies; the need for synchronising the buses and trains to improve the economic development of the area; and what surveys SCC carried out to monitor the transport market.

In response, Mr Magill advised that SCC had a duty to assess the need for transport, but there was no duty to provide. SCC held regular liaison meetings with various bus companies across and outside of Suffolk. It was currently working towards a Quality Bus Partnership with certain standards set, such as better co-ordinated timings and multi-use tickets. SCC monitored transport provision and looked at the unmet need, which could be brought to the attention of transport providers at the liaison meetings. However, bus timings were set by the schools and where the peak demand was. In between these times, buses were expected to connect with other service providers. He also explained the developer contributions from Section 106 monies and the percentage allocated towards pump priming transport provision.

The Committee noted there was clearly dialogue taking place between SCC and the various buses providers. However, there were still gaps, and questioned whether there was anything that SCC could do differently, or what processes could change.

In response Mr Magill stated that the bus companies dictated the services, but SCC could influence routes through "homes to schools" transport. He further explained that Stephensons Buses was a key player in Suffolk.

The Committee asked a number of questions of Mr Magill, to which comprehensive responses were provided. In particular, discussions were held on the changes in social needs; ticket machines and real-time information; connecting communities; public transport apps and the possibility of creating a website to enable users to discuss their public transport requirements.

The Cabinet Member questioned what influence the District Council could bring to bear, with SCC in understanding and improving rural transport.

The Committee considered the next steps and suggested inviting Stephensons Coach Company and Abellio Greater Anglia to a future meeting of the Committee.

With the vote being unanimous it was:

RESOLVED

That:

- 1) The Overview and Scrutiny Committee works in consultation with the Cabinet Member for Planning and Growth in improving, where possible, transport links in Forest Heath; and
- 2) The Overview and Scrutiny Committee invites Stephenson's coach company and Abellio Greater Anglia to a future meeting of the Committee so as to gain a better understanding of the challenges faced by each service around public transport connectivity.

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

The Leader of the Council, Councillor James Waters presented Report No: OAS/FH/16/014 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 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, comments were held on the following areas of the draft Annual Report:

- (1) Page 6: New apprentices box: suggest rewording so the figure reflected new apprentices across West Suffolk securing full employment, and not just with both councils.
- (2) Page 6: Small businesses box: suggest rewording to also include benefits gained.
- (3) Page 9: Solar for business: suggest rewording the third paragraph by including some context.
- (4) Page 11: Change photograph as current photograph was out of date.
- (5) Page 16: Organic waste: suggest rewording "remove the free service".

- (6) Page 17: Apex ticket sales box: the achievement in ticket sales was acknowledge but it was felt the statement would add more value as a commercial achievement rather than being evidenced under "resilient families and communities".

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/FH/16/014 be approved, subject to comments made during the meeting.

84. 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/FH/16/015, set out the overall responsibilities of the Leader of the Council, which were:

- Leadership and strategic direction of the Council
- External relations and communication
- East Anglia devolution deal.

Councillor James Waters, 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 and devolution. The presentation also included priorities for the future, such as developing a new strategic plan; RAF Mildenhall; the Mildenhall Hub; the A11/A14 link road and better collaboration and joint working with East Cambridgeshire and road and rail improvements and infrastructure.

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

In particular discussions were held on the two devolution deals/ proposed mayor(s) / Local Enterprise Partnerships (LEP); and supporting members.

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.

85. Newmarket Vision

In September 2015, the Committee received an initial report which summarised the future work the groups intended to undertake.

The Cabinet Member for Families and Communities presented Report No: OAS/FH/16/016, which updated members on the progress made by the Newmarket Vision delivery groups since September 2015.

It was reported that the partners in the Vision Group met on 21 April 2016 to reflect on the progress that had been made since the Vision was launched and what the groups should be focusing on moving forward. The structure of the group as attached as Appendix 1 to the report, and was set up not as a decision making traditional hierarchy but rather as an enabling structure.

The Cabinet member circulated a one page document which highlighted the success which came out of the Newmarket Vision Workshop on 21 April 2016.

Members discussed the report and asked a number of questions of the Cabinet Member for Families and Communities, to which comprehensive responses were provided.

In particular discussions were held on the work being undertaken by the Traffic/Highways Delivery Group; ongoing parking issues in Newmarket; and how the Newmarket Vision was established.

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

86. 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 Committee was advised that 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 21 July 2016.

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

87. Decisions Plan: June 2016 to May 2017

The Committee received Report No: OAS/FH/16/017, 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 was pleased to note that Cabinet would be considering a report at its meeting on 14 June 2016 on the "introduction of charging for a pre-application advice planning service".

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

88. **Work Programme and Re-appointments to Task Groups / Suffolk County Council Health Scrutiny**

The Committee received Report No: OAS/FH/16/018, 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 St Edmundsbury Borough Council and also the District 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 Ruth Bowman and Bill Sadler.

With the vote being unanimous, it was:

RESOLVED

That for 2016-2017 Councillors Ruth Bowman and Bill Sadler 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 District'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 nominated Councillor Christine Mason as the District's nominated representative and Councillor John Bloodworth as substitute Member on the Suffolk Health Scrutiny Committee for 2016-2017.

With the vote being unanimous, it was:

RECOMMENDED

That full Council be asked to confirm the appointment of Councillor Christine Mason as the District Council's nominated representative and

Councillor John Bloodworth as the substitute member on the Suffolk Health Scrutiny Committee for 2016-2017.

The Meeting concluded at 8.25 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Presentation by the Lead Cabinet Member for Housing	
Report No:	OAS/FH/16/018	
Report to and date:	Overview and Scrutiny Committee	21 July 2016
Portfolio Holder:	Sara Mildmay-White Lead 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 Lead 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 Lead Cabinet Member for Housing, Councillor Sara Mildmay-White.

1.1.4 The Lead 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 Lead 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



Forest Heath
District Council

Title of Report:	Decisions Plan: July 2016 to May 2017	
Report No:	OAS/FH/16/019	
Report to and date:	Overview and Scrutiny Committee	21 July 2016
Portfolio Holder:	James Waters Leader of the Council Tel: 01638 719324 Email: james.waters@forest-heath.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 1 July 2016 to 31 May 2017. 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: July 2016 to May 2017	

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Forest Heath District Council

Appendix 1

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 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
13/09/16 <i>(Deferred from 14/06/16)</i>	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
13/09/16 New Item	Joint Pay Policy Statement 2016/2017 The Cabinet will be asked to recommend to full Council, approval of the Pay Policy Statement for 2016/2017, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Karen Points Head of HR, Legal and Democratic Services 01284 757015	All Wards	Report to Cabinet, with recommendations to Council
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 28/09/16	Cabinet/ Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 sara.mildmay-white@stedsbcc.gov.uk	Simon Phelan Head of Housing 01638 719440	All Wards	Recommendations from the Overview and 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
	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	Review of the Medium Term Financial Strategy The Cabinet will be asked to consider recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of the Medium Term Financial Strategy following its review. This has been jointly produced with SEBC.	Not applicable	(R) - Council 28/09/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
25/10/16	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
25/10/16	Delivering a Sustainable Budget 2017/2018 The 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 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
01/11/16 New Item	West Suffolk Information Strategy Cabinet will be asked to consider the rec's of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which has been jointly produced with SEBC.	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet and Council
13/12/16 (Deferred from 13/09/16)	Mildenhall Hub: Business Case The Cabinet will be asked to consider and recommend to Council, the Business Case for the Mildenhall Hub Project.	Paragraph 3	(R) - Council 21/12/16	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	Great Heath; Market	Recommendations of the Overview and 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
13/12/16	Revenues Collection and Performance Write-Offs - This item has been removed from the Decisions Plan, as the Cabinet is now not required to consider writing-off any outstanding debts on this occasion.				Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		
13/12/16	Local Council Tax Reduction Scheme and Council Tax Technical Changes 2017/2018 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 Council.	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
13/12/16	Tax Base for Council Tax Setting Purposes 2017/2018 - Cabinet will be asked to consider the Tax Base for Council Tax Setting Purposes for 2017/18 prior to seeking its approval by Council.	Not applicable	(R) - Council 21/12/16	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
13/12/16	<p>Applications for Community Chest Grant Funding 2017/2018</p> <p>The Cabinet will be asked to consider applications for the Community Chest funding for 2017/2018.</p>	Not applicable	(KD) - Applications for the 2018/2019 year and beyond are also subject to the budget setting process	Cabinet	Robin Millar Families and Communities 07939 100937	Davina Howes Head of Families and Communities 01284 757070	All Wards	Report to Cabinet
14/02/17	<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>	Paragraph 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with exempt appendices
14/02/17	<p>Annual Treasury Management and Investment Strategy 2017/2018 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</p>	Not applicable	(R) - Council 22/02/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	2017/2018, which must be undertaken before the start of each financial year.							
14/02/17	Budget and Council Tax 2017/2018 The Cabinet will be asked to consider the proposals for the 2017/2018 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) - Council 22/02/17	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
04/04/17	Revenues Collection and Performance Write-Offs This item has been removed from the Decisions Plan, as the Cabinet is now not required to consider writing-off any outstanding debts on this occasion.				Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Head of Resources and Performance 01638 719245		

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
16/05/17	<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	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

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

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

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

NOTE 2: KEY DECISION DEFINITIONS

Key decisions are:

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

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

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

(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

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

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Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update and Suggestion for Scrutiny	
Report No:	OAS/FH/16/020	
Report to and date:	Overview and Scrutiny Committee	21 July 2016
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 Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<ol style="list-style-type: none"> 1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016-2017 (Appendix 1). 2) To consider a work programme suggestion submitted on "Parking Enforcement" (Appendix 2). 	
Recommendation:	Overview and Scrutiny Committee: <ol style="list-style-type: none"> 1) That, Members note the current status of the work programme and the annual items expected during 2016-2017. 2) To consider one suggestion for the work programme as set out in Appendix 2, and if accepted, includes the issue into its forward work programme with a timescale to be recommended by members in inviting the Local Police Inspector for the West to a future meeting of the Committee . 	

<p>Key Decision: (Check the appropriate box and delete all those that do not apply.)</p>	<p><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"/></p>
<p>Documents attached:</p>	<p>Appendix 1 – Current Work Programme and Task and Finish Group Appendix 2 - Work Programme Suggestion – Parking Enforcement</p>

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

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

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

1.2 Member Work Programme Suggestion

1.2.1 The following suggestion (**Appendix 2**), has been submitted for addition to the work programme as follows:

- To investigate the issue of parking enforcement. Parking regulations are not being adhered to across Forest Heath and there is anecdotal evidence that there is little or no enforcement from the local Police, despite this being their responsibility.

1.2.2 Members are asked to:

- a) Consider whether this issue would be appropriate for scrutiny, including potential outcomes; and
- b) Decide on an appropriate timescale for inviting the Local Police Inspector for the West to a future meeting of the Committee.

Overview and Scrutiny Committee Rolling Work Programme (Forest Heath District 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
15 September 2016		
Portfolio Holder Presentation (Cllr Stanbury)	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 St Edmundsbury Borough Council.
Medium Term Financial Strategy	Head of Resources and Performance	To carry out a review of the Medium Term Financial Strategy
Local Air Quality Strategy Progress Report	Service Manager (Environment and Regulation)	To receive the Local Air Quality Strategy Report 2015-2016
New Housing Development Sites Joint Task and Finish Group	Service Manager (Planning – Development)	Final report – to jointly review with St Edmundsbury Borough Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
10 November 2016		
Portfolio Holder Presentation (Cllr Bowman)	Operations	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Housing Development Company Annual Business and Delivery Plan	Head of Housing	To scrutinise the Housing Development Company Annual Business and Delivery Plan.
Mildenhall Hub Business Case	Director	To scrutinise the Business Case for the Mildenhall Hub Project.
Car Parking	Car Parks Manager	To receive an annual report on car parking in Forest Heath.

Description	Lead Officer	Details
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
12 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	To receive a progress report 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.
16 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.
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. Tree Preservation Orders
2. Workspace/Incubation Space in Newmarket (Update from 18 December 2014)

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		9 June 2016
					21 July 2016
					15 September 2016



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

Suggestion from:
Cllr Robin Millar (Portfolio Holder) and Cllr Chris Barker
What would you like to suggest for investigation / review?
<p>Top of the list of complaints Members receive from residential areas is the problem of parking. This is a particular problem in our largest town, Newmarket, and newer estates, for example in Red Lodge.</p> <p>This has been driven by the rise in car ownership and the increasing sub-division of houses into multiple households – each with their own car. This problem will only increase if forecasts of population and housing growth are realised.</p> <p>Parking enforcement is the responsibility of the police. However the police are under pressure to divert resources to new threats – online, people trafficking and other forms of organised crime. This is creating a serious problem for residents’ safety and their wellbeing as they live out their day to day lives.</p> <p>Therefore we recommend that Overview and Scrutiny Committee review parking enforcement within the District.</p>
What are the main issues / concerns to be considered?
<p>Parking regulations are not being adhered to across Forest Heath and there is anecdotal evidence that there is little or no enforcement from the local Police, despite this being their responsibility.</p> <p>It is causing dangerous situations outside schools, effecting local businesses who cannot receive deliveries and in some cases obstructing residents getting into their home driveways.</p>
Would this review benefit from a “West Suffolk” approach (i.e. joint scrutiny by both Councils), or is it relevant only to your council?
This issue is relevant to all areas but if it is helpful to make the case and focus the debate then a focus on Newmarket and Red Lodge will make the case.
Who is responsible for providing this service, or tackling the issue in question?
Suffolk Police, the Police and Crime Commissioner.
Have you spoken to them, and if so, what was the response?
The police line, repeated at recent Parish AGMs, is that this is not their responsibility.

What is the Portfolio Holders view on this issue?	
The Portfolio Holder has drafted this.	
What would be the likely benefits and outcomes of carrying out this investigation / review?	
Bringing visibility and accountability to a decision made by the police to walk away from their responsibilities.	
Estimated Committee and officer resource implications (eg research group, one-off report, dedicated meeting etc)	
One-off report	
Suggested witnesses, documentation and consultation	
Local Police Inspector for the West Local residents / businesses that have been effected	
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	Yes
Resilient families and communities that are healthy and active	
Homes for our communities	Yes

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.	Yes
3. People with the educational attainment and skills needed in our local economy.	
4. Vibrant, attractive and clean high streets, village centres and markets.	Yes
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.	Yes
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.	Yes
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.	Yes
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.	Yes
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.	Yes

Would you like to be involved in the investigation / review?	
Yes	
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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