

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 16 March 2017										
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 12 January 2017 (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. **Annual Presentation by the Cabinet Member for Resources and Performance** **9 - 12**

Report No: **OAS/FH/17/007**

The Cabinet Member for Resources and Performance has been invited to the meeting to provide an annual account on his portfolio and to answer questions from the Committee.
6. **Decisions Plan: April 2017 to May 2017** **13 - 26**

Report No: **OAS/FH/17/008**
7. **Work Programme Update** **27 - 32**

Report No: **OAS/FH/17/009**

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Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 12 January 2017 at 6.00 pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole
Vice Chairman Ruth Bowman

Chris Barker
John Bloodworth
Rona Burt
Brian Harvey

Nigel Roman
David Palmer
Reg Silvester

128. **Substitutes**

There were no substitutes declared.

129. **Apologies for Absence**

Apologies for absence were received from Councillor Christine Mason.

130. **Minutes**

The minutes of the meeting held on 10 November 2016, were confirmed as an accurate record and signed by the Chairman.

131. **Public Participation**

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

132. **Mildenhall Hub - Funding**

The Committee received Report No: OAS/FH/17/001, which provided Members with the opportunity to scrutinise outline funding plans for the Mildenhall Hub project before a funding agreement and final budget is considered by Council in February 2017. The report focused primarily on the funding elements on which Forest Heath will take a direct lead.

The report informed the Committee that the Mildenhall Hub was a bold and innovative project to review and upgrade the public estate in Mildenhall. The Council's own elements of the scheme included a leisure centre and the replacement of its offices at College Heath Road. Whilst the Council had

already committed to progressing the design of the Hub, it needed to finalise its funding arrangements in February 2017 before any planning application was made. To enable the Overview and Scrutiny Committee to scrutinise the funding of the project ahead of that decision, Report No: OAS/FH/17/001 provided some initial financial information.

It was reported that although some information was still awaited, the current indicators were that the Forest Heath elements of the scheme were likely to be financially deliverable in accordance with the Council's Medium-Term Financial Strategy. Furthermore, an investment by Forest Heath in the project would deliver considerable benefits on behalf of the local community and also address significant existing asset management issues.

The central element of the Hub, which would contain the Council's new shared offices, was likely to be deliverable within available resources and generate a saving to taxpayers. The new leisure centre offered a considerable increase in the quality and scale of facilities for the area, to meet current identified need. After applying available sources of capital, delivery of this leisure facility would require some borrowing, but this would be supported in full or part by savings made on running costs, including those from moving to new offices and the installation of advanced renewable energy technologies.

The Committee considered the report and the funding of the Mildenhall Hub in detail and asked a number of questions of the Director, to which comprehensive responses were provided. In particular discussions were held on: cash-flow for the project; the length of tenant partnership agreements; the capital cost of the Forest Heath elements of the project and other capital receipt estimates; the proposed 40 year life cycle for the project's finances; future renewable energy business case; previous land swaps and assumptions made around site values.

The Committee noted that all partners would need to sign up to the Hub Project by summer 2017 and were all currently working through their likely costs.

The Chairman of the Committee informed officers that he was pleased at how the scheme was progressing.

The Committee **noted** the current funding position to date, and requested that the later reports to councillors in February included more information on project cash flow.

133. **Review of Abbeycroft Leisure Ltd Performance 2005-2016**

The Cabinet Member for Leisure and Culture presented Report No: OAS/FH/17/002, which requested that members review the performance of Abbeycroft Leisure in Forest Heath, which would then inform the development of a new Partnership Agreement.

The report included information on the establishment of Abbeycroft Leisure; trustees and governance (Appendix 1); core business for West Suffolk; attendance levels; continuous improvement and quality management; initiatives and projects; business development and diversification; financial

performance; strategic leisure support and advice; approaches and cost of other local authorities; challenges and the future.

Warren Smyth, Chief Operating Officer for Abbeycroft Leisure gave a short PowerPoint Presentation which showcased the activities of Abbeycroft Leisure.

The Committee considered the report in detail and asked a number of questions of the Cabinet Member, Warren Smyth and officers, to which comprehensive responses were provided.

Discussions were held on challenges around the employment of staff and developing skills; the investment fund; and the management of pension liabilities.

In particular Members:

- Discussed the proposed length of the agreement, and raised some concern that this was not explored further in the report;
- Sought clarification as to what was meant in the recommendation around "transparency of costs", and suggested that this be amended to read "full disclosure of costs";
- Discussed the partnership moving forward and what would change. It was reported that the investment fund would provide Abbeycroft with the ability to bid for funds and the Council investing in its assets;
- The potential for introducing "indoor bowls" at the Brandon Leisure Centre.

The Committee then considered Exempt Appendix 3.

It was proposed by Councillor Ruth Bowman and seconded by Councillor Brian Harvey; and

RESOLVED

That the Committee consider Exempt Appendix 3 to Report No: OAS/FH/17/002 in private session (see Minute Number 140 below).

134. **Public Space Protection Orders (PSPOs) - Changes to Anti-Social Behaviour Legislation**

The Committee received Report No: OAS/FH/17/003, which updated Councillors on legislative changes regarding certain powers to control Anti-social behaviour. The report set out the details of the Public Space Protection Orders (PSPOs) the District proposed to adopt, subject to public consultation. The report also set out the transition arrangements for the Newmarket and Brandon Designated Public Place Orders (DPPOs) to PSPOs; the proposed transition from Dog Fouling Orders, originally adopted under the Dogs Fouling of Land Act 1996 and the Clean Neighbourhoods and Environment Act 2005 to a PSPO Dog Control Order; the adoption of a Dog Control Order which excludes dogs from specific sites listed in Scheduled 1. The details included

consultation requirements; publication; signage; enforcement; and future reviews periods for PSPOs.

The Committee considered the report in detail and asked a number of questions of the Cabinet for Leisure and Culture and officers, to which comprehensive responses were provided. In particular detailed discussions were held on the proposed Orders relating to dogs. It was noted that the proposed Order relating to dog fouling included all public open space in the District, regardless of ownership, but that the proposed Dog Exclusion Orders (list of current sites included in Schedule 1) had to be for specifically designated areas, with the land owners consent. Certain councillors felt that the District Council should invite the Parish and Town Councils to include their play areas in the Dog excluded sites order.

The Committee noted that the conditions included in the proposed Newmarket and Brandon alcohol-related PSPOs would remain the same as was included in the earlier DPPO's.

It was then proposed by Councillor Nigel Roman and seconded by John Bloodworth, and with the vote being unanimous, it was:

RECOMMENDED: That

- 1) The Public Space Protection Orders relating to dog control across Forest Heath, be approved, subject to public consultation.**
- 2) Subject to receiving confirmation from Legal Services that this is possible under the legislation:**
 - i) The Leisure and Cultural Services Manager, in consultation with the Portfolio Holder informs the local Town and Parish Councils of the District Council's proposal to introduce PSPO's which:**
 - Requires dog walkers to clear up after their dogs whilst in public open space in the District (regardless of who owns the public open space)**
 - Excludes dogs from certain specific play areas (Currently just those owned/managed by FHDC and listed in a schedule) and;**
 - ii) Invite Town and Parish Councils (at cost) to include their play areas in the proposed PSPO schedule of sites which excludes dogs.**

135. Annual Presentation by the Cabinet Member for Leisure and Culture

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

were asked to consider the responsibilities of the Cabinet Member for Operations, who had been invited to the meeting.

The Committee was reminded that on 14 January 2016, the Committee received a presentation from the Cabinet Member for Leisure and Culture, setting out responsibilities covered under the portfolio.

At this meeting, the Portfolio Holder for Leisure and Culture had been invited to the meeting to provide a follow-up presentation on his portfolio. Report No: OAS/FH/17/004 set out the focus of the follow-up presentation, which was to:

- Outline the main challenges faced during the first year;
- Outline some key successes and any failures during the first year and any lessons learned; and
- Set out the vision for the Portfolio through to 2019, and whether on target to meet that vision.

Councillor Andy Drummond opened his verbal update by thanking the Committee for the invitation. The update included information on areas of responsibility and a financial breakdown of the leisure and cultural budget for 2016-2017.

A number of examples were also provided, outlining the achievements; aims for 2017 and service challenges, such as:

- Management plan prepared for Yellow Brick Road (achievement)
- Sports Awards 2016 (achievement);
- National Horseracing Museum opened (achievement);
- Implement improvements along the Yellow Brick Road (aim);
- Partnership agreement between Council and Abbeycroft Leisure to be a reviewed and adopted (aim);
- Review of the Brecks Breaking New Ground HLF (aim);
- Maintaining standards whilst reducing costs (challenge);
- Green Space Management – increase in invasive pests and diseases (challenge)

Members discussed the update in detail and asked questions of the Cabinet Member and officers, to which comprehensive responses were provided.

In particular discussions were held on the need to promote more the Mildenhall Museum and the Mildenhall Warrior; and the horse statue, gifted to Forest Heath District Council, which the Cabinet Member would like lit up at night, the same as the Queen's statue.

The Chairman thanked the Cabinet Member for the follow-up update on her portfolio and the excellent report on work undertaken across the district over the last year.

There being no decision required, the Committee **noted** the presentation, and supported the Cabinet Member in his aim of having the horse statute lit.

136. **Review and Revision of the Constitution (Quarterly Report)**

As set out in the Council's Constitution, the Overview and Scrutiny Committee on a quarterly basis would receive a report from the Monitoring Officer setting out minor amendments made arising from changes to legislation; changes to staffing structures/job descriptions or changes in terminology.

Report No: OAS/FH/17/005 set out minor amendments which had been undertaken by the Monitoring Officer under delegated authority from October to December 2016.

The Committee was advised that all Members of the Council had also been informed of the minor amendments as part of the ongoing review and revision of the Constitution.

The Committee considered the report, and there being no decision required, the Committee **noted** the minor amendments undertaken by the Monitoring Officer under delegated authority.

137. **Directed Surveillance Authorised Applications (Quarter 3)**

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

The Monitoring Officer had advised that in Quarter 3, no such surveillance had been authorised. Therefore, there being no decision required, the Committee **noted** the Regulation of Investigatory Powers Act, Quarter 3 update.

138. **Work Programme Update**

The Committee received Report No: OAS/FH/17/006, which updated Members on the current status of its rolling work programme of items for scrutiny during 2017 (Appendix 1).

The Committee considered its work programme, and there being no decision required, the Committee **noted** the contents of the report.

139. **Exclusion of Press and Public**

It was proposed by Councillor Ruth Bowman, seconded by Brian Harvey and

RESOLVED:

That under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Act.

140. **Exempt Appendix 3 - Review of Abbeycroft Leisure Ltd Performance 2005 - 2016**

The Committee considered the Exempt Appendix 3 to Report No: OAS/FH/17/002, where reference was made to specific detail contained within the Appendix, and asked a number of questions to which comprehensive responses were provided.

Subject to the proposed amended wording, as set out in Minute Number 133 above, it was then proposed by Councillor Ruth Bowman and seconded by Brian Harvey, and with the vote being unanimous, it was:

RECOMMENDED

That note be taken of the findings of the Overview and Scrutiny Committee in developing a new Partnership Agreement with Abbeycroft moving forward, in particular:

- 1) The need for full ~~transparency~~ in "*disclosure of all*" costs to the Council of providing leisure services.**
- 2) The need for the agreement to focus on the outcomes for the health and wellbeing of communities.**
- 3) The approach to developing a Partnership Agreement with Abbeycroft for at least 10 years and alignment of leases will deliver value for money service for the Council.**

The Meeting concluded at 8.30 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Annual Presentation by the Cabinet Member for Resources and Performance	
Report No:	OAS/FH/17/007	
Report to and date:	Overview and Scrutiny Committee	16 March 2017
Portfolio Holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01638 660518 Email: stephen.edwards@forest-heath.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 Resources and Performance on his 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			
Wards 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 On 10 March 2016, the Committee received a presentation from the Cabinet Member for Resources and Performance, Councillor Stephen Edwards, summarising the following responsibilities covered under his portfolio for resources and performance:

- Business development/commercial;
- Cabinet management and support;
- Civic office (Mayor);
- Democratic services (including members' support);
- Financial services (including audit);
- Health and safety;
- Human resources (including payroll);
- ICT;
- Learning and development;
- Legal services;
- Performance and risk management;
- Procurement;
- Scrutiny management and support.

1.2 Progress Update

1.2.1 At this meeting, the Cabinet Member for Resources and Performance has been invited back to provide a follow-up update on his portfolio.

The presentation by the Cabinet Member will be focusing on the following by:

- Outlining the main challenges which were faced during the first year within the Portfolio:
- Outlining some key successes and any failures during the first year and any lessons learned?
- Setting out the vision for the Resources and Performance Portfolio through to 2019 and whether on target to meet that vision?

1.3 Proposals

1.3.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member for Resources and Performance, following his update.

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Decisions Plan: April 2017 to May 2017	
Report No:	OAS/FH/17/008	
Report to and date:	Overview and Scrutiny Committee	16 March 2017
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 April 2017 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 by completing the Member Work Programme Suggestion Form attached as Appendix 2.	
Documents attached:	Appendix 1 – Decisions Plan: April 2017 to May 2017 Appendix 2 – Member Suggestion Form	

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Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 April 2017 to 31 May 2017

Publication Date: 6 March 2017

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. This Plan also includes Cabinet decisions expected beyond 31 May 2017.

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
04/04/17 <i>(Deferred from 14/02/17)</i>	Leisure Partnership Agreement The Cabinet will be asked to consider recommending to Council the adoption of a proposed new Partnership Agreement with Abbeycroft Leisure for the benefit of West Suffolk residents and businesses, having regard to West Suffolk's strategic leisure intentions.	Possible Exempt Appendix: Paragraph 3	(R) - Council 26/04/17	Cabinet/ Council	Andy Drummond Leisure and Culture 01638 666888	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet, with recommendations to Council and possible exempt Appendices
16/05/17 <i>(Deferred from 04/04/17)</i>	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	Possibly (R) - Council June 2017	Cabinet/ Council	Stephen Edwards Resources and Performance 01638 660518	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	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
16/05/17	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 Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt appendices
16/05/17	Annual Review of Cabinet's Working Groups, Joint Committees/Panels and Other Groups The Cabinet will be asked to consider an annual review of its Working Groups, Joint Committees/Panels and other Groups.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 01638 660518	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015	All Wards	Report to Cabinet
20/06/17 New Item	Renewable Energy Provision for the Mildenhall Hub The Cabinet will be asked to consider a standalone business case for, and	Paragraph 3	(KD)	Cabinet	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695 Peter Gudde Acting Head of Regulatory	Great Heath; Market	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
	investment in, the provision of renewable energy technology at the Mildenhall hub (in accordance with the authority delegated to Cabinet by Council on 22 February 2017).					Services 01284 757042		
20/06/17 New Item	West Suffolk Annual Report 2016/2017 Following scrutiny by the Overview and Scrutiny Committee, the Cabinet will be asked to consider the West Suffolk Annual Report 2016/2017, which has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet, with recommendations from the Overview and Scrutiny Committee
20/06/17 New Item	West Suffolk Community Energy Plan – Update 2016/2017 Following previous approval given for a capital allocation of a	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Acting Head of Regulatory Services 01284 757042	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
	rent-a-roof solar scheme for business, which was subsequently extended to support other specific investment schemes, the Cabinet will be asked to consider extending this allocation further to cover energy efficiency and renewable energy schemes delivering similar financial and environmental returns.							

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 20
1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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

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

NOTE 2: KEY DECISION DEFINITIONS

Key decisions are:

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

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

<u>Cabinet Member</u>	<u>Portfolio</u>
James Waters	Leader of the Council;
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

Karen Points
 Assistant Director (HR, Legal and Democratic Services)
 Date: 6 March 2017

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)

Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/17/009	
Report to and date:	Overview and Scrutiny Committee	16 March 2017
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:	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2017-2018 (Appendix 1).	
Recommendation:	Overview and Scrutiny Committee: That, Members <u>note</u> the current status of the work programme and the annual items expected during 2017-2018.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Documents attached:	Appendix 1 – Current Work Programme	

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.
- 1.1.3 Members are asked to note the current status of its work programme for 2017-2018.

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 Member	Details
20 April 2017		
Annual Portfolio Holder Presentation	Portfolio Holder for Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Western Suffolk Community Safety Partnership	Portfolio Holder for Families and Communities	To review the work of the Partnership on an annual basis.
West Suffolk Information Strategy	Assistant Director Resources and Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council. Deferred to November 2017
West Suffolk Housing Strategy	Lead Portfolio Holder for Housing	To receive a progress report against action points.
Review and Revision of the Constitution (Quarter 4)	Portfolio Holder for Resources & Performance	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 4)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
8 June 2017		
Draft West Suffolk Annual Report	Leader of the Council	To provide an input to this important document.
Annual Portfolio Holder Presentation	Leader of the Council	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	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 and Re-appointments to Suffolk County Health Scrutiny	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales. (To re-appoint the Suffolk County Council Health Scrutiny Committee for 2017-2018.
20 July 2017		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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 1)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
14 September 2017		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Establishing a Mechanism for Facilitating Growth and Investment by West Suffolk Councils	Portfolio Holder for Planning and Growth Portfolio Holder for Resources & Performance	To consider the development of an overarching strategy for the councils' assets and investments.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 November 2017		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Information Strategy	Portfolio Holder for Resources & Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council.
Car Parking	Portfolio Holder for Operations	To receive an annual report on car parking in Forest Heath.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
11 January 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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 3)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
8 March 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
19 April 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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 4)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Future items identified to be programmed:

1. Workspace/Incubation Space in Newmarket: Work Programme Suggestion from 18 December 2014)