

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda												
Date:	Wednesday 10 January 2018												
Time:	4.00 pm												
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds												
Full Members:	<p style="text-align: center;">Chairman Diane Hind</p> <p style="text-align: center;">Vice Chairman Susan Glossop</p> <p><u>Conservative Members (12)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Brown</td> <td style="width: 33%;">Richard Rout</td> </tr> <tr> <td>Mike Chester</td> <td>Andrew Speed</td> </tr> <tr> <td>Patrick Chung</td> <td>Clive Springett</td> </tr> <tr> <td>Paula Fox</td> <td>Sarah Stamp</td> </tr> <tr> <td>Susan Glossop</td> <td>Jim Thorndyke</td> </tr> <tr> <td>Margaret Marks</td> <td>Frank Warby</td> </tr> </table> <p><u>Charter Member (1)</u> Diane Hind</p> <p><u>Haverhill Indys (1)</u> John Burns</p> <p><u>Independent Member (1)</u> Paul Hopfensperger</p> <p><u>UKIP Member (1)</u> Anthony Williams</p>	Simon Brown	Richard Rout	Mike Chester	Andrew Speed	Patrick Chung	Clive Springett	Paula Fox	Sarah Stamp	Susan Glossop	Jim Thorndyke	Margaret Marks	Frank Warby
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Margaret Marks	Frank Warby												
Substitutes:	<p><u>Conservative Members (5)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Wayne Hailstone</td> <td style="width: 33%;">Peter Thompson</td> </tr> <tr> <td>Jane Midwood</td> <td>Patricia Warby</td> </tr> <tr> <td>David Roach</td> <td></td> </tr> </table> <p><u>Charter Member (1)</u> Julia Wakelam</p> <p><u>Haverhill Indys (1)</u> Tony Brown</p> <p><u>UKIP Member (1)</u> Jason Crooks</p>	Wayne Hailstone	Peter Thompson	Jane Midwood	Patricia Warby	David Roach							
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David Roach													
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Quorum:	Six Members												
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk												

Public Information



St Edmundsbury
BOROUGH COUNCIL

Venue:	West Suffolk House Western Way Bury St Edmunds Suffolk IP33 3YU	Tel: 01284 757120 Email: democratic.services@westsuffolk.gov.uk Web: www.stedmundsbury.gov.uk
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Attendance at meetings:	The Borough Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public participation:	Members of the public who live or work in the Borough are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.	
Disabled access:	West Suffolk House has facilities for people with mobility impairments including a lift and wheelchair accessible WCs. However in the event of an emergency use of the lift is restricted for health and safety reasons. Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
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Recording of meetings:	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded). Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	

Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

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

2. Apologies for Absence

3. Minutes

1 - 20

To confirm the minutes of the meetings held on 25 October 2017 and 8 November 2017 (copies attached).

4. Public Participation

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

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

5. Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee

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

21 - 28

Report No: **OAS/SE/18/001**

7. Cabinet Decisions Plan: January 2018 to May 2018

29 - 50

Report No: **OAS/SE/18/002**

8. Work Programme Update

51 - 56

Report No: **OAS/SE/18/003**

Part 2 – Exempt

NONE

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Extraordinary Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Extraordinary Overview and Scrutiny Committee**
held on **Wednesday 25 October 2017** at **4.00 pm** in **Conference Chamber**
West, West Suffolk House, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind

Vice Chairman Susan Glossop

John Burns
Mike Chester
Patrick Chung
Paula Fox
Margaret Marks

Richard Rout
Andrew Speed
Sarah Stamp
Jim Thorndyke
Anthony Williams

By Invitation:

Louis Busuttil, Suffolk County Council (Member with Special Responsibility for Highways Operational Performance)
Jane Storey, Suffolk County Council (Substantive Cabinet Member for Highways)
Chris Graves, Suffolk Highways (Service Manager)
Jenny Wilson, Suffolk Highways (Head of Strategic Services)
Simon Cole, Chairman of Forest Heath District Councils Overview and Scrutiny Committee
Mary Evans, Chairman of Suffolk County Council Overview and Scrutiny Committee

Also in attendance:

Brian Harvey, Forest Heath District Council
Ian Houlder, Cabinet Member for Resources and Performance
David Nettleton, St Edmundsbury Borough Council
Reg Silvester, Forest Heath District Council
Andrew Smith, St Edmundsbury Borough Council
Julia Wakelam, St Edmundsbury Borough Council

181. **Substitutes**

There were not substitutions declared.

182. **Apologies for Absence**

Apologies for absence were received from Councillors Simon Brown, Paul Hopfensperger, Clive Springett and Frank Warby.

183. **Public Participation**

Agenda Item 4. (Suffolk County Council – Highways Services (Report No: OAS/SE/17/025))

Councillor Tom Murray, Member of Bury St Edmunds Town Council, addressed the meeting in respect of the above item and specifically raised issues regarding over 200 trips and falls on pavements in Bury St Edmunds; numerous pot holes marked yellow for repair and questioned what the timescale was for fixing pot holes once they had been reported to Highways.

In response, Cllr Jane Storey advised that the first point of contact for standard defect reports should be through the Suffolk Highways reporting tool, which gave a reference number once a report was made. Also on the Suffolk County Council website was the Highways Maintenance Operational Plan (HMOP), which set out the various categories of defects and timescales for repairs.

Agenda Item 4. (Suffolk County Council – Highways Services (Report No: OAS/SE/17/025))

Mr David Banbury, a resident from Hengrave, addressed the meeting in respect of the above item and specifically raised two issues:

- A damaged road sign along the A1101 which had been reported to Suffolk County Council over 12 months ago and had not been addressed; and
- recently the lack of notice provided to residents in Hengrave when Kier resurfaced only part of the pavements with drop kerbs and not all of the pavements as initially thought.

In response, Jenny Wilson advised that she would look into the issue regarding the sign along the A1101 near Hengrave and the resurfacing works of all the pavements in Hengrave. She also stated that there was an Engagement Plan in place for notifying residents on highways maintenance works.

The Chairman of the Overview and Scrutiny Committee thanked Town Councillor Tom Murray and Mr Banbury for their questions/statements.

184. **Suffolk County Council - Highways Services**

The Chairman of the Overview and Scrutiny Committee welcomed all those present, especially Councillor Jane Storey (Substantive Cabinet Member for Highways), Councillor Louis Busuttill (Member with Special Responsibility for Highways Operational Performance) from Suffolk County Council and Jenny Wilson (Suffolk Highways - Head of Strategic Services), who had been invited

to the meeting to discuss how communication could be improved between Highways and various tiers of local government for the benefit of all residents and Councillors in West Suffolk.

The Chairman also welcomed Councillors Simon Cole and Brian Harvey from Forest Heath's Overview and Scrutiny Committee and Councillor Mary Evans, Chairman of Suffolk County Council's Overview and Scrutiny Committee who had been invited to observe the meeting. She then gave a brief introduction and set out the aim of the meeting, which was to learn how the new highway's regime was working and to see what improvements might be made in regard to all levels of local government working together. She referred to Report No: OAS/SE/17/025 and the attached Appendices (1 and 2), before handing over to Councillor Jane Storey, Councillor Louis Busuttil and Jenny Wilson.

Councillor Jane Storey firstly thanked the Committee for the invitation and explained that she was the Deputy Leader of Suffolk County Council and in the short term was acting as the Interim for Highways and Transport whilst the Cabinet Member for Highways and Transport, Councillor James Finch was recuperating.

Councillor Storey gave an overview of the work which had been carried out; the Highways Transformation Programme which was launched in January 2016 and the various workstream priorities:

- Contract Management
- Integration
- Programme Management (looking at reactive work)
- Finance (reduction in commissioners; checking ordering and payment mechanisms)
- Asset Management (looking at a shift towards preventative maintenance and budgets through prioritisation)
- Communications (SCC and Highways working better with parish/borough councils.

The aim of the Highways Transformation Programme was the refocusing of contracts; relocation of staff; cultural changes; and Kier commercial organisation.

Suffolk County Council (SCC) produced a newsletter called "Highways Matters", which all SCC Councillors received, and advised that parish/town councils and district/borough councillors could be included on the mailing list to receive the newsletter.

The old area office system had many advantages, with a lot of local knowledge within those area offices, but the disadvantages out weighted the advantages:

- Local knowledge not being shared;
- No best practice;
- No consistency;
- No agreed county-wide prioritisation;
- Performance impacted due to staff turnover.

In the past there was one person who was the “go to person”, who became over burdened with work. However, with the new system there was one telephone number; a highways website reporting system which provided a unique reference number or you could call customer services. Local councillors could phone customer services to get a progress update. Borough/district/parish councillors could also escalate issues through their local county councillor up the change of command. SCC was very conscious that there were better ways of communicating information and this was being addressed. For example, some of the language used by the highways team was very technical and this was being addressed by looking at more user friendly templates for letters/emails.

Councillor Storey thanked the Committee for its time and summarised her presentation, as follows:

- Highways Matters Newsletter: non county councillors could be added to the mailing list;
- Regular highways reports were presented to Cabinet and Council;
- Online information was available on the county councils website;
- www.roadworks.org was a good source of information;
- Twitter, please follow Suffolk Highways;
- SCC would be evaluating the new working arrangements introduced in 4 September 2017;
- SCC had limited resources and was receiving less money from central government;
- Wanted the people of Suffolk to be proud of highways;
- Acknowledged that highways had an upward battle.

Committee members had an opportunity to ask questions and comment on what they had heard. In particular the following discussions/questions were raised and responses provided as follows:

(a) New Highways Team

The Chairman questioned whether the new Suffolk Highway’s team, which commenced on 4 September 2017 was now fully staffed?

Redundancies had been kept to a minimum, but there were still a number of vacancies to be filled. This was due to the refocusing the roles which had highlighted gaps in the skill sets required. Where possible agency staff were being removed and interviews were currently taking place to fill a number of posts still vacant. Training was also provided for all new staff through shadowing to ensure quality and consistency when inspecting highways works. SCC had limited resources

and one of the aims of the new structure was to have less office resources and more staff out on the roads.

(b) Community Engineers

The Chairman referred to the Suffolk County Council Overview and Scrutiny Committee held in July 2017, when the intention was made that community engineers would work with the town and parish, and presumably borough/district councillors to understand the local needs and competing demands, and questioned what steps had been made towards this?

In response members were advised that there were a number of Community Engineers who would be developing links with town and parish councils.

(c) Communication

Members raised concerns regarding communication, which it felt was extremely poor. Borough councillors advised that on 4 September 2017, when the new highways structure was launched they had received no communication on what was happening.

Jenny acknowledged that there had been a breakdown in communicating the new highways structure, and explained that the county councillor should be the point of contact going forward. Communication had not been brilliant and this was being addressed. County Councillor Alexander Nicoll, Member with Special Responsibility for Highways Information was looking at how communication with town/parish/district/borough councillors and residents could be improved; and the wording of the automated responses on the highways reporting system and how these could be improved.

Members were also concerned with the lack of communication with the town and parish councils. Parish and town councils wanted to work with SCC and they felt that smaller jobs could be passed to the parishes to carry out giving them more local responsibility, such as taking over certain categories of repair for potholes and pavements.

Members were informed that one of the aspects that highways was currently looking at was for town and parish councils to be able to carry small jobs. Highways was working on putting in place a pyramid of options for town/parish councils and would provide the necessary training such as health and safety; provide the equipment; personal protective equipment etc. Highways acknowledge that parish and town councils had a vested interest in their parishes.

The Chairman of the Committee suggested having service level agreements to enable town and parish councils to have the ability to buy-in labour for small jobs or enable the Town and Parish Councils to take over certain highways activities.

(d) Bury Town Centre Masterplan / Consultation

Several members raised points regarding the challenges relating to the Bury Town Centre Masterplan and the apparent disquiet about the Northgate roundabout, Tayfen Road and the consultation exercise undertaken, which was not listed on the SCC website as a consultation.

Councillor Storey advised that in Tayfen Road, traffic sensors would be put into the road, and significant works would be carried out on the Northgate roundabout and the pedestrian crossing would be moved. The works planned was not just about traffic lights, but making it better to travel.

The consultation exercise on changes started on 10 July 2017, with two events held in Bury St Edmunds. 181 responses were received and of those, 60% liked what was being suggested in the consultation. All responses were analysed and a lot of people wanted to walk and cycle along Tayfen road. Councillor Storey noted the Committee concerns and agreed to look at the basis of what was stated in the consultation.

Highways had a vital role in the Bury Town Centre Masterplan, and consultations with the public, including all tiers of local government was essential, and full consideration should be given to the views expressed. In response, Councillor Storey agreed to look into highways links with the Bury Town Centre Masterplan.

Members were concerned that residents needed to be properly informed and consulted with on works being carried out. In Tayfen Road residents were told what was going to happen, which was not consulting as no other options were provided.

In response, SCC recognised the perception and the disconnect between what was planned to take place and the link-up with the Bury Town Centre Masterplan. There was a problem with communications which SCC needed to address.

(e) Roadside Vegetation / Damaged Road Signs

Members raised concerns that last year vegetation had not been cut back and that damaged road signs, when reported were not being picked up.

In response, members were advised that SCC had limited resources. Unless the sign was a requirement of the Highways Act, then highways would only cut back vegetation if it was obstructing road safety signs. If it was purely a directional sign, it was classed as not being a priority.

(f) Civil Parking Enforcement

Members discussed car parking enforcement and raised concerns about double-yellow lines, and sought reassurance that all line markings would be completed before Traffic Regulation Orders were introduced to allow local authorities to enforce road restrictions.

In response, members were informed that Civil Parking Enforcement work was being carried, including H bar markings and surveys were being undertaken and renewals issued.

(g) Surfaces

Members highlighted that there were a number of category 7 works in the Bury town centre, as well as a variety of different surfaces and suggested that the Town/Borough Councils could source paving slabs so that the surfaces were more uniformed across the town.

(h) Invited observers

Invited observers from Forest Heath's Overview and Scrutiny Committee and the Chairman of Suffolk County Council's Overview and Scrutiny Committee also had an opportunity to ask questions and comment on what they had heard.

Councillor Simon Cole, Chairman of Forest Heath's Overview and Scrutiny Committee advised from what he had heard that he felt that Highways was trying to make the best out of a bad relationship with Kier and that embedding a private company into a government organisation was not necessarily the best way moving forward.

Councillor Storey informed the Committee that the contract with Kier had been in existence since 2013. The relationship with Kier in the past had at times been challenging, and the new working arrangements were intended to rectify past organisational problems, which had built up over a number of years. It was also acknowledged that there was a need to work together to achieve better results, rather than against each other.

Due to the strength of some of the comments made by Cllr Cole, the Chairman requested that he apologise so that the dignity of the meeting was maintained and that he retract his comments, which he duly did.

Councillor Mary Evans, Chairman of Suffolk County Council's Overview and Scrutiny Committee was pleased to hear the positives around the element of quality assurance, which had been lacking in the past. However, she was concerned that some road signs would not have trees/branches cut back and urged that if highways was not going to carry out these activities then they needed to be honest and inform the community that it would no longer be carried out unless it was a safety issue. Finally, she suggested that she would like to see included in the highways forward work plan when faded lines would be programmed.

Councillor Storey summed up by acknowledging that communication was key. Moving forward SCC would be more honest, and recognised that complaints might also rise. Communication between SCC, borough, district and parishes was essential and moving forward it recognised that it needed to be honest with all tiers of local government.

The Chairman on behalf of the Committee thanked Councillor Jane Storey, Councillor Louis Busuttill and Jenny Wilson for attending the meeting and noted the aspirations of highways moving forward.

The Chairman summed up the meeting by stating that whilst the new arrangements were clearly more cost effective and had removed some duplication of work, they might still not be utilising the expertise and good will of all tiers of local government. She then wished to propose a strategy and timetable to:

- 1) Pursue a service level agreement with buy-in for parish and town councils
- 2) Make the Bury Town Centre Master Plan an aspiration for highways decisions.
- 3) Ensure that back office staff are clear on individual roles
- 4) Civil Parking Enforcement – ensure that all road markings are in place prior to transfer.
- 5) To value Parish/Town/Borough councillors more and provide opportunities to build relationships with designated Community Engineers.
- 6) Paving surfaces: to collectively look at uniformed surfaces
- 7) Make consultations more meaningful and worthwhile.
- 8) A further meeting be held with Suffolk County Council Highways and Transport in 6 months.

Councillor John Burns moved the recommendations, this was duly seconded by Councillor Margaret Marks and with the vote being unanimous, it was

RECOMMENDED:

That the Chairman of the Overview and Scrutiny Committee formally writes to the Suffolk County Council Cabinet Member for Highways and Transport recommending that consideration be given to the following:

- 1) Several members raised concern regarding the disconnect between the current planning for the Tayfen Road Roundabout junction, proposed by Suffolk County Council, and the Bury Town Centre Masterplan, being led by St Edmundsbury Borough Council. The Committee recognised it is important that any highways modifications take into account the emerging masterplan aspirations to ensure there is a connected approach, and as such recommended:
 - i) To make Town Centre Master Plan aspirations the basis for Suffolk County Council Highways and Transport decisions with respect to the areas covered by such masterplans.

- 2) To make Parish/Town/Borough councillors feel more valued and provides access/opportunities to build a relationship with a designated Community Engineer.
- 3) Pursue Service Level Agreements with Town and Parish Councils for a buy-in to labour for small jobs or enable the Town and Parish Councils to take over certain activities.
- 4) The back office needs to be as efficient as possible with everyone being clear on individual roles.
- 5) Ensure road markings are replaced/redone in time prior for transfer of Civil Parking Enforcement.
- 6) To add value to consultations with the public (including other tiers of government) by demonstrating that full consideration has been given to the views expressed, and using those views in determining any decision.
- 7) There are many different types of materials used in paving surfaces and suggest going forward making surfaces more uniform across the Borough to ensure materials are readily available when surfaces need to be repaired.
- 8) That Suffolk County Council Highways be invited back in 6 months to provide an update on progress being made.
- 9) The Suffolk County Council Cabinet Member for Highways and Transport provides a written response to the Chairman of the Overview and Scrutiny Committee with regards to recommendation (1 to 8) above".

The Meeting concluded at 6.05 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Wednesday 8 November 2017** at **4.00 pm** at the **Conference Chamber West, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind
Vice Chairman Susan Glossop

Simon Brown
John Burns
Mike Chester
Patrick Chung
Paula Fox

Paul Hopfensperger
Margaret Marks
Richard Rout
Clive Springett
Frank Warby

Substitutes attending:

Peter Thompson

Patricia Warby

By Invitation:

John Griffiths, Leader of the Council
Ian Houlder, Portfolio Holder for Resources and Performance
Peter Stevens, Portfolio Holder for Operations

185. Substitutes

The following substitutions were declared:

Councillor Peter Thompson for Councillor Sarah Stamp.
Councillor Patricia Warby for Councillor Jim Thorndyke.

186. Apologies for Absence

Apologies for absence were received from Councillors Sarah Stamp, Andrew Speed, Jim Thorndyke and Anthony Williams.

187. Minutes

The minutes of the meeting held on 13 September 2017, were confirmed as an accurate record and signed by the Chairman.

188. Public Participation

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

189. Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee

The Chairman advised that the Vice-Chairman attended Cabinet on 17 October 2017 and presented the Committees report on items it considered on 13 September 2017, which was accepted and noted by Cabinet.

190. Draft West Suffolk Strategic Framework

[Councillor Clive Springett arrived at 4.11pm during the consideration and subsequent voting on this item].

The Leader of the Council, Councillor John Griffiths presented Report No: OAS/SE/17/026, which sought input into the development of the draft West Suffolk Strategic Framework 2018-2020. The strategic framework represented a revision of the existing West Suffolk Strategic Plan 2014-2016.

The report summarised the work which had been carried out to date on the development of a draft West Suffolk strategic framework and sought the Committee's views on the draft document attached at Appendix B to the report. Work undertaken to date had involved the formulation of a draft vision and strategic priorities, based on a review of West Suffolk's existing priorities, and set against a background of evidence about West Suffolk and the issues be faced. The three priorities that emerged from the work continued to be growth; resilient families and communities; and housing. Each of the three strategic priorities was supported by a draft set of projects and actions.

Attached at Appendix A, was diagram showing how St Edmundsbury Borough Council and Forest Heath District Council were contributing to outcomes in West Suffolk alongside others, including residents, families and communities, businesses, the voluntary sector and other public sector partners, including Suffolk County Council and town and parish councils.

The draft West Suffolk Strategic Framework would be considered by both councils' Cabinets and Councils in December 2017. The document would be proof-ready, formatted and designed, including the addition of photographs in advance of being published.

A communications plan for the final stages of the process was also being finalised to ensure all Members, staff and partners were updated on how the final plan had developed.

The Leader of the Council wished to thank officers for their work in developing the attached document.

The Committee considered the report in detail and asked questions to which responses were provided. Discussions were held on the infographics to be included at a later date and how the aspirations in the Strategic Framework would be evaluated.

In particular, responses were provided in relation to the following questions raised:

- Epicentre, Haverhill: Reference to the Epicentre should be kept in the document to demonstrate the council's continuing commitment. The Assistant Director (Growth) was progressing this with the developer as well as the New Anglia Local Enterprise Partnership (LEP). The LEP was also pushing for better transport links for Haverhill.
- Single Council: The aim of the framework document was to set out the councils priorities for the final year of two separate councils and to set the direction in the first year of a new single council. Decisions on what would happen after May 2019 would be for the new administration, whether or not that was a single council, but it was good practice to set the strategic direction beyond the end of the current administration to allow time for new priorities and plans to be developed.
- Homelessness in Bury: The Council was doing a lot of work behind the scenes to tackle homelessness. West Suffolk was no different to what was happening nationally. The Council had invested £230,000. With this money the council had:
 - Increased the number of staff in the advice and prevention team, with the focus on prevention;
 - Created a new post "Welfare Benefit Officer" to help people to budget, to increase the income and minimise outgoings, arrange payment plans and stop evictions;
 - Added an Income Recovery Officer to support people who might need short-term support to help them retain a home or move somewhere suitable.

This year the Council had prevented 360 families and individuals from becoming homeless by helping them keep their home or find alternative accommodation.

- Plans/Strategies: There were a number of detailed plans being scoped and would be appraised individually through business cases. Once the Strategic Framework 2018-2020 was approved, Strategies would then be developed during 2018, for example, for Growth and for Homelessness.

Comments were made on the following areas of the draft West Suffolk Strategic Framework document:

- (1) Page 10: Point 3, reference to RAF Mildenhall closing – suggest some form of rewording along the lines of "if and when closed"
- (2) Page 11: Point 4, Infrastructure Provision- suggest rewording to include support for a rail link between Haverhill and Cambridge and reference to the A1307 to read "A1307 corridor".
- (3) Page 15: Rural areas - suggest strengthening the wording on how that council was going to increase and improve provision of appropriate housing in West Suffolk in rural areas.

- (4) Page 16: Point 8, reference to Houses in Multiple Occupation – suggest including reference to the role of the voluntary sector.

It was then proposed by Councillor Frank Warby, seconded by Councillor Paula Fox and with the vote being unanimous, it was

RECOMMENDED:

That subject to the approval of Cabinet and Council the Draft West Suffolk Strategic Framework 2018-2020, attached as Appendix B to Report No: OAS/SE/17/026, be adopted, inclusive of comments made during the meeting.

191. Development of a West Suffolk Growth Investment Strategy

The Committee received Report No: OAS/SE/17/027 and supporting PowerPoint presentation (Appendix 1), which sought views on the four principles proposed for the emerging West Suffolk Growth Investment Strategy. At this stage, officers were proposing a set of four principles to ultimately inform the development of the final strategy, which were:

- Principle 1: Investing in our Place and People
- Principle 2: Acting commercially
- Principle 3: Collaborating to maximise benefit
- Principle 4: Using our powers and policies

The presentation (Appendix 1) included information on the evidence base and needs of the community; where the council would be focusing its energy and resources to achieve good growth in West Suffolk; what the council's role should be in responding to its growth priorities; a map setting out the roles and high level strategies and resources which would apply in delivering growth across West Suffolk; the council's role as an investor; what the council's Investment Strategy should be; how projects would be assessed on a case by case basis using an assessment criteria; understanding stakeholders and partners, and what was the council's overall Strategy for investment.

The principles had been considered by the West Suffolk Joint Growth Steering Group, and after consideration by the Overview and Scrutiny Committee would be presented to Joint Cabinet on 14 November 2017. The final strategy itself would then be developed for subsequent agreement.

The Overview and Scrutiny Committee was requested to consider any other factors which should be assessed by Cabinet as they developed the final strategy.

The Committee considered the presentation and principles in detail and asked questions to which responses were provided. In particular discussions were held on monies which had been invested in Barley Homes and concerns about whether it was delivering new homes as quickly as expected. In response members were advised that achieving good growth was about getting the correct balance, which took time and involved economies of scale. The Committee in March 2018 would receive a report on Barley Homes and

members would have the opportunity to hear about the company and its plans.

In response to a question raised on how the council would make sure it had the right infrastructure in place, members were advised that the emphasis going forward was "forward planning". Appropriate planning for infrastructure was needed, which Suffolk County Council was lobbied for. Within the Local Plan the Council would need to know how much infrastructure was needed which would be essential. Also the Council as a local planning authority asked for Section 106 contributions towards infrastructure.

Members also referred to slide 17, which highlighted "increased investment and skills and education", and noted it referenced Suffolk University, which was in Ipswich, and did not mention Haverhill where people went to Cambridge and suggested the council needed to look outside the county boundaries.

Comments were made on the following principles contained in the presentation:

- (1) Principle 1: Investing in our Place and People – bullet point 5: reference was made to "supporting community start-ups" and suggested a future policy to "source more locally" goods and services. A recent example provided was Preston City Council.
- (2) Principle 2: Acting commercially – bullet point 4: reference to the 1% net return was an assumption/aspiration, and suggested rewording to read "... return of 1% *minimum xx*"

It was then proposed by Councillor John Burns, seconded by Councillor Patrick Chung and with the vote being unanimous, it was

RECOMMENDED:

That subject to the approval of Cabinet and Council the principles of the emerging West Suffolk Growth Investment Strategy, as outlined in the presentation, Appendix 1 to Report No: OAS/SE/17/027 be endorsed, inclusive of comments made during the meeting.

192. Anglia Revenues Partnership Debt Recovery Process

Councillor Margaret Marks declared a non-pecuniary interest in her capacity as a landlord and remained in the meeting.

[Councillor Peter Thompson left the meeting at 5.28pm during the consideration of this item.

Councillors Frank Warby and Patricia Warby left the meeting at 5.38pm during the consideration]

Prior to the report being presented, Councillor Ian Houlder, Cabinet Member for Resources and Performance introduced the item and Jo Andrews and Paul Corney from the Anglia Revenues Partnership.

Report No: OAS/SE/17/028 was produced by the management team at Anglia Revenues Partnership (ARP), following a request from the Committee, which explained the processes they followed to recover debt. Debt recovery was identified as a matter the Committee wanted to explore further as effective collection of revenue due to the Council was essential for the Council's finances, as Councillors were asked to approve certain debts to be written off.

The report and supporting PowerPoint presentation provided a review of the processes that ARP followed to recover debts; which included a summary of performance in this area; the collection process; enforcement; housing benefits overpayments; support provided and a case study illustrating the sometimes lengthy and time consuming recovery of a debt.

Attached at Appendix 1 to the report was a flowchart of the debt recovery process.

The Committee considered the contents of the report and presentation and reviewed in detail the processes that ARP followed in recovering debt. Discussions were held on fraud overpayments and how this would be collected when Universal Credit was introduced; the reminder process from first reminder to court summons; and whether ARP held a definitive list of property owners/landlords;

In particular discussions were held on the Council Tax instalment process and suggested that ARP could be more proactive in advertising that payments could be made over 12 months, rather than the statutory 10 months. In response Jo Andrews advised that ARP could look at publicising more the option of payments being spread over 12 months.

The Chairman of the Committee advised that in June 2015, one of the recommendations from the Committee was for ARP to send out how to access debt advice and counselling when sending out the first reminder for non-payment of Council Tax and non-domestic rates. It was noted that emails and texts were sent but felt that people responded better when reminders were sent in writing. In response Jo Andrews advised that information on how to access debt advice was provided on the back of debt reminders.

In response to question raised regarding tenants living in houses of multiple occupation (HMO), it was the landlord who was legally liable for paying the council tax, and ARP had no relationship with the individual tenants living in a HMO property.

With regards to write-offs, ARP agreed to provide members with more detail on the set criteria/reasons used in determining why decisions were made to write off debts, which in some cases were considerable sums. However, members were reassured that if debtors reappeared ARP did reopen written-off cases and pursued the collection of the outstanding debt with the debtor.

On behalf of the Committee the Chairman thanked the representatives from ARP for their informative presentation.

It was then proposed by Councillor Patrick Chung, seconded by Councillor Margaret Marks and with the vote being unanimous, it was

RECOMMENDED:

That the Anglia Revenues Partnership be asked to make the option of being able to pay Council Tax over a twelve month period more prominent when sending out Council Tax bills.

193. **Annual Presentation by the Cabinet Member for Operations**

The Committee was reminded that on 9 November 2016, it had received a presentation from the Cabinet Member for Operations, setting out this responsibilities covered under his portfolio.

At this meeting, the Cabinet Member had been invited back to provide his annual update. Report No: OAS/SE/17/029 set out the focus of the update.

The Cabinet Member was also provided in advance of the meeting with some key questions identified by Scrutiny Members on areas they wished to be appraised on during the annual update, which were included in the report along with responses, specifically:

- 1) **Brown Bins:** Has the Council seen a rise in the number of households signing up to the Brown Bin service in the second year?
- 2) **Brown Bins:** What impact has the scheme had on the weight of refuse going to Great Blakenham and has the cost gone up, if so, by how much?
- 3) **Recycling:** How well is the public doing at separating their waste? (i.e. how much is going into the brown bin which should not?)
- 4) **Fleet Management:** What research has been carried out, and how soon do you expect the Council to have electric fleet vehicles?
- 5) **Christmas Fayre:** Whilst this is extremely successful for attracting visitors to the town and the economy, it is very disruptive to residents. Therefore, how much thought is being given to minimising the impact on residents?

Councillor Peter Stevens opened his presentation by thanking the Committee for the invitation to address the Committee on progress made within his Portfolio since November 2017, and welcomed the new format in providing questions in advance.

The Committee asked follow-up questions relating to the brown bins and subscriptions; recycling; fleet management and Christmas Fayre, to which comprehensive responses were provided.

In particular detailed discussions were held on Bury Christmas Fayre; whether consideration had been made to further extending the Fayre; the desire for a similar Christmas Fayre in Haverhill; comparisons made with European Christmas Markets and how they operated from the end of November to the end of December. In response the Market Development Officer advised that a Christmas Fayre Review was carried out in 2015, and a three year plan was implemented. The plan was now in its second year of operation, and officers

would be looking to carry out a further review of the plan next year. Also, considerable work had been undertaken in Haverhill on its week market and Christmas Market and additional improvements were planned for 2018.

In response to a question raised regarding refuse crews inspecting bins, members were informed that the refuse crew were encouraged to lift bin lids to check the material quality met the minimum standards required and was not contaminated with the wrong material.

Members questioned what research the council carried out for future refuse disposal. In response members were informed that the Suffolk Waste Partnership (SWP) had their own goals, and commercial bins were part of the planning thought process for future housing developments with flats. Talks were also taking place across the county on how to plan for future housing and the collection of refuse. The Council also engaged with the SWP and nationally with the Institute of Waste Management on future developments in waste recycling.

Members discussed fleet management and noted the low annual mileage which related to the light vehicles fleet, which operated close to the depots. Officers explained that fleet vehicles used diesel, and the council supplied its own fuel. If vehicles were changed to petrol, then staff would have to purchase petrol from petrol stations, and there would also be taxation implications for staff.

Members questioned the purchase price of vehicles which was below the market value and felt the 50% residual value was optimistic. In response members were advised that the 50% related to the original price of the vehicle and VAT was not counted.

Members wished to thank the Assistant Director (Operations) and all his staff for the help and prompt solutions they provided. In particular they thanked the Market Development Officer for the new ideas she had brought to the Haverhill Market.

The Chairman on behalf of the Committee wished to thank the Cabinet Member for Operations and officers for their attendance and **noted** the update.

194. **Work Programme Update**

The Committee received Report No: OAS/SE/17/030, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018 (Appendix 1).

The report also requested that Members identify questions they would like the Portfolio Holder for Leisure and Culture to cover in her annual update to the Committee on 10 January 2018.

The Committee considered the report and came up with the following questions to be put to the Portfolio Holder for Leisure and Culture at its January meeting:

- West Stow County Park: West Stow had become very popular with school visits and visitor numbers were up, however the Council still needed to create an income. Therefore, what events were being planned for 2018, for example more events like musical festivals?
- West Stow Country Park: West Stow had recently developed a new website, so why not encourage businesses to advertise for a fee on their website?
- Bury Literature Festival 2017: Bury St Edmunds held its first Literature Festival in 2017, which was a great success. There were plans for a similar event to be held in 2018, and questioned whether the Portfolio Holder would be involved in the planning of the event?

There being no decision required, the Committee **noted** the current status of its work programme and had identified questions to be put to the Portfolio Holder for Leisure and Culture.

The Meeting concluded at 6.30pm

Signed by:

Chairman

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Annual Presentation by the Cabinet Member for Leisure and Culture	
Report No:	OAS/SE/18/001	
Report to and date:	Overview and Scrutiny Committee	10 January 2018
Portfolio Holder:	Joanna Rayner Cabinet Member for Leisure and Culture Tel: 07872 456836 Email: joanna.rayner@stedsbc.gov.uk	
Lead officers:	<p>Mark Walsh Assistant Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk</p> <p>Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk</p>	
Purpose of report:	<p>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.</p> <p>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.</p>	

Recommendation:	<p>Members of the Committee are asked to question the Cabinet Member for Leisure and Culture on her portfolio responsibilities, and having considered the information, the Committee may wish to:</p> <p>1) Make recommendations to the Cabinet Member for Leisure and Culture for her consideration;</p> <p>2) Request further information and / or receive a future update.</p> <p>3) Take any other appropriate action as necessary.</p>		
<p>Key Decision:</p> <p><i>(Check the appropriate box and delete all those that do not apply.)</i></p>	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>		
Consultation:	<ul style="list-style-type: none"> N/A 		
Alternative option(s):	<ul style="list-style-type: none"> N/A 		
Implications:			
Are there any financial implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any staffing implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any ICT implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any legal and/or policy implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Are there any equality implications? <i>If yes, please give details</i>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	•
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
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. 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.

1.1.2 Last year, on 11 January 2017, Councillor Joanna Rayner, Cabinet Member for Leisure and Culture, attended this committee and presented a report which summarised the areas of responsibility covered under her portfolio.

1.2 Scrutiny Focus

1.2.1 The scope of this report differs from that of last year as the Cabinet Member has been asked to prepare a report which answers the following specific questions identified by the committee members as being relevant to the leisure and culture portfolio:

a. **West Stow Country Park:** West Stow has become very popular with school visits and visitor numbers are up, however the Council still needs to create an income. Therefore, what events are being planned for 2018, for example more events like musical festivals?

b. **West Stow Country Park:** West Stow has recently developed a new website, so why not encourage businesses to advertise for a fee on their website?

c. **Bury Literature Festival 2017:** Bury St Edmunds held its first Literature Festival in 2017, which was a great success. There are plans for a similar event to be held in 2018, and questioned whether the Portfolio Holder will be involved in the planning of the event?

1.3 Response to Key Questions Set out in the Scrutiny Focus

1.3.1 West Stow County Park (a)

School visitor numbers to West Stow are indeed up again this year the below table quantifies the pupil visits in recent years:

Financial year	Pupil Numbers
2014-2015	12,664
2015-2016	14,434
2016-2017	16,885
April 2017 to 30 November	11,370

The next nearest venue of this nature is Sutton Hoo which doesn't attract anywhere near as many school visits as West Stow.

The Country Park contains a number of elements each of which impacts on the revenue costs of the site as a whole:

Feature	Potential to earn income	Actions taken/being taken to increase income/reduce costs
Reconstructed Anglo-Saxon Village and associated Museum	Yes	<ul style="list-style-type: none"> • Ticket prices reviewed and increased 2016-2017. • Active Friends and volunteer group • Regular programme of events. • Archery concession • Forest Schools concession • Shop generates an income. • Form and marketing of Heritage tickets are under review and will be improved.
Café	Yes	New more financially advantageous concession awarded in 2016.
Large Children's Play area	No	It's a non-staffed play area in a public park. We do not charge for access to any other play area in the Borough.
Archive store building (300 sq.m)	No	As an authority we have a significant collection which we are duty bound to look after.
125 acres of public open space, usage of which is impacted by SSSI	Yes	<ul style="list-style-type: none"> • We receive a grant from Natural England which helps with maintaining the SSSI land. • There are a number of events which generate some income. • Grazing
Two fishing lakes	Yes	Leases reviewed in 2017 income increased.
Large car-park	Yes	Charges are reviewed in line with all similar car parks.
Public toilet facilities	No	Again we don't currently charge the public to use toilets in the Borough.
Old sewage pump house (currently used as an archeological store)	Yes	We are currently looking into potential alternative uses for this building with the intention of it generating an income to help sustain the site.

Part of West Stow Country Park is designated as a Site of Special Scientific Interest (SSSI). The type of event that can be held on or near a SSSI is limited and income from outdoor events, run by the Council, cannot be guaranteed as the weather is so unpredictable. Inclement weather at outdoor events has a major negative impact on audience numbers.

Officers have successfully bid for external funding to help attract more footfall and income to West Stow. This has included contributions from the [Breck's Breaking New Ground](#) project which is funding the hosting of a number of successful events. These events included the Brecks Fest, Enchanted Heath Events, and traditional building technique training sessions in 2016 and 2017.

Officers also successfully bid for and received a grant of just over £128,000 for initiatives to improve the resilience of the Borough's two museums. This funding has, amongst various projects, helped with various marketing issues (e.g. new web sites and leaflets), a new outdoor classroom/shelter facility and museum display improvements on site at West Stow.

A list of currently scheduled events for 2018 is included in **Appendix 1**.

The list is by no means complete at this stage as we are still in negotiations with certain event organisers. When booking events we are mindful of other events taking place at our other venues (e.g. Nowton Park and Abbey Gardens) and other competing events at other regional venues (e.g. Thetford Forest).

The costs of running the West Stow Country Park has reduced year on year since 2014/15. Notwithstanding this fact the Council will continue to look at opportunities, which compliment this special site, to increase income, footfall and reduce expenditure.

1.3.2 **West Stow County Park (b)**

As stated above the Borough's Heritage Service was awarded an Arts Council Resilience Grant and part of the funding was used to create a new Web page for both West Stow and Moyse's Hall.

See link: <http://www.weststow.org/whats-on/>

<http://www.moysesshall.org/>

The issue of selling advertising space on the West Stow Web page has been considered. Our Marketing and Sales Manager is investigating the opportunities for sponsorship across the leisure and culture portfolio. However, owing to the limited space on the pages and the increased security requirements associated with it being a public body's web site he is currently not convinced that this is the most lucrative way of generating an income. We are in the process of unifying the ticketing system for Heritage event sales and this will enable us to sell advertising space on the back of the tickets as we do the Apex event tickets.

We are repackaging the Heritage tickets, so that using the membership card will allow holders to get a bigger and broader range of discounts. For example Newmarket / Palace House have agreed to offer a discount to Annual Ticket holders, as have Kentwell Hall, West Stow Pods and Sodexo, at The Apex Café.

The Repackaging of the Annual Ticket project includes:

- Redesigning the visual branding and identity of the Annual Ticket
- Creating a publicity leaflet
- Creating a new membership card and welcome pack
- Creating an Annual Ticket page on both the Moyse's Hall and West Stow websites
- Advertising and articles about the Annual Ticket in the WOWS magazine
- Pop up banners at both Moyse's Hall and West Stow box offices, to prompt purchase.
- Promoting heavily through social media and e-shots

1.3.3 **Bury Literature Festival**

Bury St Edmunds first Literature Festival was held between 25 - 29 October 2017. The Event was officially opened by the High Sheriff of Suffolk, Geoffrey Probert.

The programme of events which made up the festival took place at various venues around the town. The festival was organised by a group of avid local readers, entirely independently of the Council, who wanted literature to be among the cultural offerings in the town.

This town event, which was heralded as a great success, received funding via Ward Councillor's locality budgets.

The festival programme featured award-winning authors such as Louis de Berniere, author of Captain Corelli's Mandolin, and Sarah Perry author of After Me Comes The Flood.

The project is a great example of the community coming together to organise an event and if approached I will certainly help in any way I can.

1.4 **Proposals**

- 1.4.1 That the Overview and Scrutiny Committee ask questions of the Cabinet Member following her update.

Appendix 1

West Stow Event Listings for 2018 (current as of 31 November 2017).

Village opening times 10am-5pm (last entry 4pm in Summer/3.30pm in Winter)

Normal admission applies

DATE	EVENT NAME	DESCRIPTION
Saturday 10 – Sunday 18 February	Ring Quest at West Stow	Explore the Anglo-Saxon Village and Country Park on this family adventure trail. Find the clues, solve the riddles and help save Middle Earth! Find the Dragon, explore Mirkwood. With archery in the Village and a lecture/tour on Saturday 17 February.
Sunday 25 February	'Close Encounters' Bird Ringing with Colin Jakes	A fascinating opportunity to watch the experts catch, examine and ring a variety of feathered visitors to the Country Park (subject to weather) 9am-11.30am. COST: Adults £5, Child £2.50 Booking essential
Easter Saturday 31 March / Sunday 1 April/ Monday 2 April	<i>A Weekend of Medieval fun at West Stow TBC</i>	NANMA TBC
14-15 April	Stowacynn costume	Costume enactments
Early May Bank Holiday 6 – 7 May	Dark Age Warriors.....	Matt/Dark Ages group
Late May Bank Holiday 26 - 28 May	The Healing Arts of the Anglo-Saxons	Ealdfaeder come to the A-S Village. <i>The leech woman has many herbs to cure you, but beware of some of the darker concoctions she hides! Maybe it would be safer to have an Old English verse charm said over you? ...probably much safer than the surgery, judging from the array of fiendish looking tools they have! How healthy is the Saxon diet anyway, and what were the prevalent diseases? + runes, stories, crafts, food, coinage etc.</i>
2-3 June	Meet the 95 th Rifles!	The 95 th Rifles Napoleonic group will be camped at West Stow. With drill and firing displays. A chance to try on the famous green jacket or feel the weight of a Baker rifle!
23- 24 June	DRAGON FEST! (BIG EVENT)	Themed event and trails....all things dragon....costume re-enactment with

		Wulfingas in the Village ...story telling....puppets etc. + Friends Promo stall. + Ash and 'Gloria'
14-15 July	Stowacynn costume	Stowacynn
July	<i>Angelcynn</i>	<i>Weekend Event - late July TBC?</i>
Thursdays 2, 9, 16, 23 August	Summer Holidays: Activity Thursdays	Days of free have-a-go activities for all the family including Archery, Pottery, Mini Archaeological dig, storytelling, etc.
4 - 5 August	NO EVENT	
11 - 12 August	A Twistory Event at West Stow!	Family fun fantasy event with Matt and The Dark Age group
18 - 19 August	NO EVENT	
August (25) 26-27 Bank Holidays	The Vikings come to West Stow!	Jorvik Vikings occupy the Village.
September	<i>Wulfingas Feast</i>	<i>Food event TBC</i>
September	<i>Stowacynn</i>	<i>Costume event dates TBA (?15-16th)</i>
October half-term 22 Oct - Sun 28 Oct	Anglo-Saxon Crafts and Skills (title TBC)	Ynglingas will be living and working in the A-S Village
17 - 18 November	Stowacynn Yule	Stowacynn/Friends day. .With the Anglo-Saxon Hall decorated for Yule. TBC

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Decisions Plan: January 2018 to May 2018	
Report No:	OAS/SE/18/002	
Report to and date:	Overview and Scrutiny Committee	10 January 2018
Portfolio Holder:	John Griffiths Leader of the Council Tel: 01284 757136 Email: john.griffiths@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period January 2018 to May 2018. Items which had been added since the Decisions Plan was last published are shaded for Members convenience. Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Audit and Governance related items published in the Decisions Plan.	
Recommendation:	Members are invited to peruse the Decisions Plan for items on which they would like further information on, or which they feel might benefit from the Committee's involvement by completing the Member Work Programme Suggestion Form attached as Appendix 2.	
Documents attached:	Appendix 1 –Decisions Plan: January to May 2018 Appendix 2 – Member Suggestion Form	

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St Edmundsbury
BOROUGH COUNCIL

St Edmundsbury Borough Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 January 2018 to 31 May 2018

Publication Date: 8 December 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 2018. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

Executive decisions are taken at public meetings of the Cabinet and by other bodies provided with executive decision-making powers. Some decisions and items may be taken in private during the parts of the meeting at which the public may be excluded, when it is likely that confidential or exempt information may be disclosed. This is indicated on the relevant meeting agenda and in the '*Reason for taking the item in private*' column relevant to each item detailed on the plan.

Members of the public may wish to:

- make enquiries in respect of any of the intended decisions listed below;
- receive copies of any of the documents in the public domain listed below;
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format firstname.surname@westsuffolk.gov.uk or via St Edmundsbury Borough Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
09/01/18 <i>(Joint meeting with FHDC Cabinet)</i> Page 32	West Suffolk Civil Sanctions Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose civil sanctions as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new civil sanctions policy for consultation in order to implement these new powers. This policy has been jointly produced with Forest Heath District Council.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899 Sara Mildmay-White Housing 01359 270580	David Collinson Assistant Director (Planning) 01284 757306 Andrew Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet.
09/01/18 <i>(Deferred from 14 November 2017)</i>	Newbury Community Centre To update Cabinet on the Newbury Community Centre project and, subject to outline planning consent being granted, to seek any necessary approvals to progress delivery in accordance with the previous	Not applicable	(D)	Cabinet	Robert Everitt Families and Communities 01284 769000	Alex Wilson Director 01284 757695	St Olaves directly, and all surrounding 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
	decisions of the Cabinet. The timing of this report will be dependent upon progress with discussions with partners and the Charity Commission.							
09/01/18 (Deferred from 05/02/17)	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
09/01/18	Review of the Cabinet's Working Parties/Joint Panels etc Following recent changes to the political composition and balance of the Council, the Cabinet will be asked to consider a review of the Cabinet's Working Parties/Joint Panels etc, including amended Terms of Reference for the existing West Suffolk Joint Growth Steering Group.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 07958 700434	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services)	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
06/02/18 (Deferred from 14/11/17) Page 34	Overarching Strategy for Facilitating Growth and Investment The Cabinet will be asked to recommend to Council, approval of an overarching strategy for facilitating growth and investment by the West Suffolk councils, which has been developed to correlate with the new emerging West Suffolk Strategic Plan 2018-2020 and following approval of the previously agreed Investment Principles.	Not applicable	(R) – Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074 Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
06/02/18 NEW ITEM	17-18 Cornhill, Bury St Edmunds (former Post Office building) The Cabinet will be asked to consider a business case for a preferred option for the future use of 17-18 Cornhill, Bury St Edmunds	Exempt Appendices: Paragraph 3	(R) – Council 20/02/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with exempt appendices and recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
06/02/18 (Deferred from 28/03/17) Page 35	Western Way Development Programme The Cabinet will receive a programme update paper, including recommendations to Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.	Possible Exempt Appendices: Paragraph 3	(R) – Council 20/02/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Rachael Mann Assistant Director (Resources and Performance) 01638 719295 Lisa Grove Service Manager (Customer Services) 01638 719320 Peter Gudde Service Manager (Environmental Health) 01284 757042 (renewable energy scheme element)	All Wards	Report to Cabinet with recommendations to Council and possibility of Exempt Appendices.
06/02/18 NEW ITEM	Suffolk Business Park: Loan to Churchmanor Cabinet will be asked to consider and recommend to Council, a proposal for a loan received from Churchmanor Estates Company for infrastructure for Suffolk Business Park.	Possible Exempt Appendix: Paragraph 3	(R) – Council 20/02/18	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and Growth) 01284 757343	All Wards	Report to Cabinet with possible exempt appendix and recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
06/12/18 (Deferred from 27/06/17) Page 36	<p>Leisure Investment Fund: Consideration of business case for investment in Haverhill Leisure Centre</p> <p>The Cabinet will be asked to consider a detailed proposal for investment in the Council owned leisure facilities at Haverhill to deliver a revenue saving to the Council and enhanced user experience.</p>	Exempt Appendix: Paragraph 3	(KD)	Cabinet	Joanna Rayner Leisure and Culture 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with exempt appendix
06/02/18	<p>Budget and Council Tax Setting 2018/2019 and Medium Term Financial Strategy</p> <p>The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by full Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.</p>	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Reports 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
06/02/18 Page 37	Treasury Management Report 2017/2018 and Investment Activity (1 April to 31 December 2017) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Treasury Management Report 2017-2018 which summarised the investment activities for the period 1 April to 31 December 2017.	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
06/02/18	Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice The Cabinet will be asked to recommend to full Council the approval of the Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of	Not applicable	(R) - Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee 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
	Practice, which must be undertaken before the start of each financial year.							
06/02/18 PEW ITEM 38	Delivering a Sustainable Budget 2018/2019 The Cabinet may be asked to consider further recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2018/2019	Not applicable	(R) – Council 20/02/18 as part of budget setting process	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
06/02/18	Suffolk Pilot Scheme for 100% Business Rates Retention 2018/2019 As part of consideration of the budget papers, recommendations from which will be forwarded to Council, the Cabinet will be asked to consider plans for Suffolk-wide pilot scheme for the retention	Not applicable	(R) – Council 20/02/18	Cabinet/ Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	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
	of 100% business rates in 2018/2019, which had previously been agreed to progress under officer delegated authority. This will also be considered by Forest Heath District Council's Cabinet.							
27/03/18 Deferred from 01/11/16	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee in respect of seeking approval of a West Suffolk Information Strategy (incorporating an ICT Strategy), which has been jointly produced with Forest Heath District Council.	Not applicable	(D)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Kevin Taylor Service Manager (ICT) 01284 757230	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet.
27/03/18 (Deferred from 14/11/17)	West Suffolk Councils' Lettings Policy The Cabinet will be asked to consider and approve the revised West Suffolk councils' Lettings Policy (based on the joint policy	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report and draft Lettings Policy 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
	agreed by the Cambridge Housing Sub-Regional Partnership). This will also be considered by Forest Heath District Council's Cabinet.							
27/03/18 P (Deferred from 27/02/18) 9 40	West Suffolk Civil Sanctions Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose civil sanctions as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new civil sanctions policy following consultation in order to implement these new powers. The Cabinet will also be asked to recommend to Council approval of new delegations to officers so that they can use the new powers. This policy has been jointly produced with FHDC.	Not applicable	(KD) in part, for approval of new policy. Recommendations to Council (24/04/18) for providing new delegated powers to officers.	Cabinet/ Council	Alaric Pugh Planning and Growth 07930 460899 Sara Mildmay-White Housing 01359 270580	David Collinson Assistant Director (Planning) 01284 757306 Andrew Newman Service Manager (Housing Standards) 01638 719276	All Wards	Report to Cabinet, with recommendations to Council, where applicable.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/03/18 NEW ITEM Page 41	<p>Review of West Suffolk's Homelessness Strategy</p> <p>The Homelessness Act 2002 requires all councils to review and produce a new homelessness strategy at least every five years. A review of the existing strategy is due in 2018.</p> <p>In addition to this, the Homelessness Reduction Act 2017 comes into force in April 2018 and there are a number of fundamental changes to legislation and additional duties that will need to be reflected in a new Homelessness Strategy for West Suffolk, which the Cabinet will be asked to consider and adopt.</p>	Not applicable	(KD)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report of Cabinet with draft policy, overview of the existing Homelessness Strategy review and results of the consultation

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/03/18	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
22/05/18 (Deferred from 06/02/18)	Street Vending and Trading Policy The Cabinet will be asked to consider a revised street vending and trading policy. Consultation will take place with the Licensing and Regulatory Committee on the proposed content of the policy.	Not applicable	(D)	Cabinet	Alaric Pugh Planning and Growth 07930 460899	Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Cabinet with revised policy.

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.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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

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

NOTE 2: KEY DECISION DEFINITION

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

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

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

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council)**

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 Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
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 Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Page 46

Karen Points
Assistant Director (HR, Legal and Democratic Services)
Date: 8 December 2017



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

Suggestion from:

What would you like to suggest for investigation / review?

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Please continue on a separate sheet if necessary

What are the main issues / concerns to be considered?

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Please continue on a separate sheet if necessary

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

.....

.....

.....

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

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

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

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

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

Please return this form to the:

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

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)

Overview and Scrutiny of Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Work Programme Update	
Report No:	OAS/SE/18/003	
Report to and date:	Overview and Scrutiny Committee	10 January 2018
Chairman of the Committee:	Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2018 (Appendix 1)	
Recommendation:	<p>It is RECOMMENDED that the Overview and Scrutiny Committee:</p> <ol style="list-style-type: none"> 1) Reviews the current status of its Work Programme up until April 2018. 2) Identifies questions for the Portfolio Holder for Resources and Performance to cover in his annual report to the Committee in March 2018. 	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Documents attached:	Appendix 1 – Current Work Programme 2018	

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, following the completion of the work programme suggestion form, 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.
- 1.1.3 The current position of the work programme, including Task and Finish Group(s) for 2018 is attached at **Appendix 1** for information.

1.2 Portfolio Holder Annual Presentations

- 1.2.1 At every ordinary Overview and Scrutiny meeting at least one Cabinet Member attends to give an account of his or her portfolio and to answer questions from the Committee.
- 1.2.2 At the Committees meeting on 7 March 2018, the Cabinet Member for Resources and Performance will be attending to give his annual update to the Committee.
- 1.2.3 The Committee is therefore asked to identify questions for the Cabinet Member for Resources and Performance to cover in his annual report to the Committee.

1.3 Recommendation(s)

- 1.3.1 Members are asked to:
 - i) Review the current status of its work programme for 2018; and
 - ii) Identify questions for the Portfolio Holder for Resources and Performance to cover in his annual report to the Committee in March 2018.

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

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

Description	Lead Member	Details
7 February 2018		
Scrutiny Workshop	Chairman of Overview and Scrutiny	Work Programme Setting Workshop for 2018-2019
7 March 2018		
Annual Portfolio Holder Presentation	Resources and Performance	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Annual Report from the Barley Homes Group Ltd	Portfolio Holder for Housing	To scrutinise the Annual Report of Barley Homes Group Limited
West Suffolk Lettings Policy	Portfolio Holder for Housing	To provide input into the development of a West Suffolk Lettings Policy
Car Parking	Portfolio Holder for Operations	To receive an annual report on car parking in the Borough.
West Suffolk Information Strategy	Portfolio Holder for Resources & Performance	To receive a report from the Joint Task and Finish Group on the West Suffolk Information Strategy, which has been jointly produced with Forest Heath District Council.
Christmas Fayre	Cabinet Member for Operations	To receive an initial scoping report to review the Christmas Fayre and to develop a Three Year Plan from 2019.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information.
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
18 April 2018		
Annual Portfolio Holder Presentation	Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Community Safety Partnership	Cabinet Member for Families and Communities	To review the work of the Partnership on an annual basis.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information.
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.

Futures items identified to be programmed:

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

Current position of Overview and Scrutiny Task and Finish Groups

	Title	Purpose	Start date	Members appointed	Estimated End date
1.	West Suffolk Information Strategy (Joint Task and Finish Group)	<p>The purpose of the Information Strategy will seek to recognise the strategic value of information to the Council and will promote and facilitate good information management practice, based on:</p> <ul style="list-style-type: none"> - a set of underlying data sharing principles; - seeking to define how we use information currently; - how we should be using information in the future; - how this can deliver key outcomes to both our staff, - our operations and our customers/consumers ; and - describing where technology can help facilitate this. 	April 2017	<p><u>St Edmundsbury</u> Cllr Clive Springett Cllr John Burns Cllr Diane Hind (Sub)</p> <p><u>Forest Heath</u> Cllr Brian Harvey Cllr Simon Cole</p>	<p>November 2017</p> <p>January 2018</p> <p>March 2018</p>

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