

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda										
Date:	Thursday 20 July 2017										
Time:	6.00 pm										
Venue:	Council Chamber District Offices College Heath Road Mildenhall										
Full Members:	<p style="text-align: center;">Chairman Simon Cole</p> <p style="text-align: center;">Vice Chairman Ruth Bowman J.P.</p> <p><u>Conservative Members (7)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Barker</td> <td style="width: 33%;">Brian Harvey</td> </tr> <tr> <td>John Bloodworth</td> <td>Christine Mason</td> </tr> <tr> <td>Ruth Bowman</td> <td>Nigel Roman</td> </tr> <tr> <td>Rona Burt</td> <td></td> </tr> </table> <p><u>West Suffolk Independent Members (2)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Simon Cole</td> <td style="width: 33%;">David Palmer</td> </tr> </table> <p><u>UKIP Member (1)</u> Reg Silvester</p>	Chris Barker	Brian Harvey	John Bloodworth	Christine Mason	Ruth Bowman	Nigel Roman	Rona Burt		Simon Cole	David Palmer
Chris Barker	Brian Harvey										
John Bloodworth	Christine Mason										
Ruth Bowman	Nigel Roman										
Rona Burt											
Simon Cole	David Palmer										
Substitutes:	Named substitutes are not appointed										
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.										
Quorum:	Three Members										
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk										

Public Information



Forest Heath

District Council

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

Agenda
Procedural Matters
Part 1 - Public

- 1. Substitutes**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 6**

To confirm the minutes of the meeting held on 6 June 2017 (copy attached).
- 4. Public Participation**

Members of the public who live or work in Forest Heath 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 Lead Portfolio Holder for Housing** **7 - 10**

Report No: **OAS/FH/17/018**

The Lead Cabinet Member for Housing, Councillor Sara Mildmay-White has been invited to the meeting to provide an annual account on her portfolio and to answer questions from the Committee.
- 7. Effective Member Development** **11 - 22**

Report No: **OAS/FH/17/019**
- 8. Use of Directed Surveillance by the Anglia Revenues Partnership (Verbal)**

The Monitoring Officer to provide a verbal update to the Committee.
- 9. Work Programme Update** **23 - 28**

Report No: **OAS/FH/17/020**

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Overview and Scrutiny Committee



Forest Heath
District Council

Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Tuesday 6 June 2017** at **6.00 pm** at the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole
Vice Chairman Ruth Bowman J.P.

Chris Barker
John Bloodworth
Rona Burt

Reg Silvester
Nigel Roman
David Palmer

Substitutes attending:

David Bowman, Cabinet Member for Operations
James Waters, Leader of the Council

158. **Substitutes**

There were no substitutes declared.

159. **Apologies for Absence**

Apologies for absence were received from Councillors Brian Harvey and Christine Mason.

160. **Minutes**

The minutes of the meeting held on 20 April 2017, were confirmed as an accurate record and signed by the Chairman.

161. **Public Participation**

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

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

Chairman attended Cabinet on 16 May 2017 and presented the Committee's report on items it considered on 20 April 2017, which was noted.

The Chairman questioned the Leader regarding the "Future Governance in West Suffolk" and the possibility of Overview and Scrutiny being involved in the process to which the Monitoring Officer had indicated September 2017.

163. **Renewable Energy Provision for the Mildenhall Hub**

The Committee received a presentation on "Investing in Renewable Energy" in relation to the Mildenhall Hub. The Committee noted that the Council was awaiting financial information from the Consultants, Concertus and that design and planning issues would to be considered as part of the planning process only.

The Service Manager (Environmental Health Services) went through the presentation which included the following:

- Key objectives (financial viability; CO₂ emissions reduction; affordability; security of supply)
- Areas considered (reducing demand; heating and cooling; generating and storing power; exporting heat and power to others; monitoring and managing performance)
- Heating and cooling
- Power generation (combined heat and power; roof-mounted solar panels; currently 50kw solar pv generation at College Heath Road)
- Power storage
- Potential benefits (investment return; cost savings to consumers; carbon savings; improved resilience);
- Additional Options (using the Hub as an energy centre to create a heat network serving more than one building; providing heat to Mildenhall College Academy)
- Next steps (interim report to Cabinet in June 2017, based on this presentation; Business Case to Council in July 2017).

The Committee discussed the presentation in detail and asked a number of questions to which comprehensive responses were provided.

In particular the Committee discussed the build life of the proposed facility, including the size and design; the power storage facility which could be located onsite; battery technology (including battery life) and the various CO₂ targets with regards to using ground source energy verses steam energy.

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

164. **Work Programme Update and Re-appointments to the Suffolk County Council Health Scrutiny Committee**

The Committee received Report No: OAS/FH/17/014, which updated Members on the current status of its rolling work programme of items for scrutiny during 2017-2018 (Appendix 1).

The Committee **noted** the update on the current status of its forward work programme for 2017-2018.

The report also sought District Council's nominated representative and substitute member on the Suffolk County Council Health Scrutiny Committee.

Suffolk County Council Health Scrutiny

As in previous years, Suffolk County Council wished a representative to be appointed to its Health Scrutiny Committee from each of the County's District and Borough Councils. It was recommended that the Members should ideally be from the District's Overview and Scrutiny Committee, although it was not essential as the necessary training would be provided by the County.

The current members on this joint body were:

- Councillor Christine Mason as the nominated representative; and
- Councillor John Bloodworth as the nominated substitute.

The Committee considered the report and suggested that Councillor John Bloodworth be nominated as the District's nominated representative and Councillor Christine Mason as the substitute Member on the Suffolk Health Scrutiny Committee for 2017-2018.

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

RECOMMENDED

That full Council be asked to confirm the appointment of Councillor John Bloodworth as the District Council's nominated representative and Councillor Christine Mason as the substitute member on the Suffolk Health Scrutiny Committee for 2017-2018.

165. **Decisions Plan: June 2017 to May 2018**

The Committee received Report No: OAS/FH/17/015, which requested that Members peruse the Cabinet Decisions Plan for the period June 2017 to May 2018 for which it would like further information on or might benefit from the Committee's involvement.

The Committee considered the Decisions Plan, and asked questions to which officers provided responses. In response to a question raised relating to the West Suffolk Community Energy Plan Update 2016-2017, the Committee was advised that Cabinet would receive an Annual Report on the Toggam Solar Farm and data was also readily available on the Councils website.

There being no decision required, the Committee **noted** the contents of the June 2017 to May 2018 Decisions Plan.

166. **Draft West Suffolk Annual Report 2016-2017**

The Leader of the Council, Councillor James Waters presented Report No: OAS/FH/17/016, which outlined the draft West Suffolk Annual Report (2016-2017), which had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committee for their comments.

The Council had taken a slightly different approach in producing this year's Annual Report, and hoped that the new format was more engaging and would provide the opportunity to provide updates on the Council's achievements throughout the year.

The draft West Suffolk Annual Report (Appendix A) highlighted the key activities and developments which had been achieved over the financial year 2016-2017, with regard to the priorities set out in the West Suffolk Strategic Plan. The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described.

The Leader and officers then highlighted relevant issues for the attention of the Committee.

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

- (1) Page 9: Local markets: suggest including an additional sentence setting out that the "Council was working with Suffolk County Council to improve the offer on the market in Newmarket".
- (2) Annex 1: Community Chest Funding: suggest including the amount of funding allocated to each organisation.
- (3) Page 21: Locality Budgets: suggest including an additional sentence advising that "the website was regularly updated with information about the latest projects which had been supported by Members".

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

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

RECOMMENDED

That the Draft West Suffolk Annual Report 2016-2017, as contained in Appendix A to Report No: OAS/FH/17/016 be approved, subject to comments made during the meeting.

167. **Annual Presentation by the Leader of the Council**

The Committee was reminded that on 9 June 2016, it had received a presentation from the Leader of the Council, setting out his responsibilities covered under the portfolio.

At this meeting, the Leader of the Council had been invited back to provide a follow-up presentation on his portfolio. Report No: OAS/FH/17/017 set out the focus of the follow-up presentation, which was to:

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

Councillor James Waters opened his presentation by thanking the Committee for the invitation and for its support over the past year.

He then provided a number of examples, outlining challenges faced; successes and lessons learnt; and the vision through to 2019, such as:

- Driving forward economic development;
- Devolution: the outcome was disappointing but had provided greater working across East Anglia;
- Solar Farm: major investment for the Council over the last year;
- Single Council: Agenda moving forward;
- Mildenhall Growth Agenda: MOD Masterplan which was now progressing in relation to RAF Mildenhall and
- Mildenhall Hub.

Members discussed the update in detail and asked questions of the Leader of the Council and officers, to which comprehensive responses were provided. In particular discussions were held on the Omar Homes and the closure of RAF Mildenhall.

The Chairman thanked the Leader of the Council for the update on his portfolio.

There being no decision required, the Committee **noted** the presentation.

The Meeting concluded at 7.30 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Annual Presentation by the Cabinet Member for Housing	
Report No:	OAS/FH/17/018	
Report to and date:	Overview and Scrutiny Committee	20 July 2017
Portfolio Holder:	Sara Mildmay-White Lead Portfolio Holder for Housing Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to challenge in the form of questions. Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	
Recommendation:	Members of the Committee are asked to question the Lead Cabinet Member for Housing on her portfolio responsibilities.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	

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

1. Key issues and reasons for recommendation

1.1 Background

- 1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members.
- 1.1.2 To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.
- 1.1.3 On 21 July 2016, the Committee received a presentation from the Lead Cabinet Member for Housing, Councillor Sara Mildmay-White, summarising the following responsibilities covered under her portfolio:
- Choice based lettings
 - Homelessness advice
 - Public health
 - Private sector housing and Disabled Facilities Grants (DFGs)
 - Safeguarding
 - Social care
 - Strategic housing and housing policy

1.2 Progress Update

- 1.2.1 At this meeting, the Lead Cabinet Member for Housing has been invited back to provide a follow-up update on her portfolio.

The presentation by the Leader of the Council will be focusing on the following by:

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

1.3 Proposals

- 1.3.1 That the Overview and Scrutiny Committee ask questions of the Lead Cabinet Member for Housing following her update.

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Effective Member Development	
Report No:	OAS/FH/17/019	
Report to and date:	Overview and Scrutiny Committee	20 July 2017
Portfolio holder:	Stephen Edwards Portfolio Holder for Resources and Performance Tel: 01799 530325 Email: Stephen.edwards@forest-heath.gov.uk	
Lead officer:	Leah Mickleborough Service Manager – Democratic Services Tel: 01284 757162 Email: leah.mickleborough@westsuffolk.gov.uk Juliet Fulford Learning and Development Advisor Tel: 01284 757047 Email: Juliet.fulford@westsuffolk.gov.uk	
Purpose of report:	This report builds upon recent discussions at the Overview and Scrutiny Committee regarding member development, seeking member input into how the member development programme can be developed to ensure it most effectively helps members to deliver their role.	
Recommendation:	Overview and Scrutiny Committee: It is requested that the Overview and Scrutiny Committees assess the report, making any recommendations for improvement to the programme to be considered by the Member Development Steering Group	

Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:		This report incorporates the outcomes of the member development survey, which was sent to all members of the Council	
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<i>Are there any equality implications? 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)
If members do not receive sufficient and adequate training, they may be ineffective in discharging their role or make inappropriate decisions	Low	The member development programme seeks to provide a robust package of training for members	Low
Ward(s) affected:		N/A	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		None	
Documents attached:		Appendix A: Member Development Survey Outcomes Appendix B: Member Development Programme Events and Attendance	

1. Introduction

- 1.1 In March 2017, the Overview and Scrutiny Committee received a presentation from the Portfolio Holder for Resources and Performance, which identified the concern that attendance at member development sessions was low (each session attracting 14 attendees on average) and there were 18 members who had not attended a training session in the past year. The list of previous events and attendance numbers is included at **Appendix B**.
- 1.2 The Overview and Scrutiny discussion was raised at the subsequent meeting of the Member Development Group, a joint working group between the two Councils. The Member Development Group held similar concerns regarding attendance, which had led to the commissioning of a member development survey to assess member development needs. The Member Development Group was minded that it would be helpful if the Overview and Scrutiny Committees could assess current attendance levels, and whether recommendations could be made to increase attendance.
- 1.3 In March, the Member Development Group agreed to move away from the Member Development Charter Approach, to enable a more flexible and responsive approach to development, that is tailored to our members needs.
- 1.4 This paper aims to serve as the basis for Councillors on which to discuss the current strengths and weaknesses of the development plan, and assess how the offer can be developed to maximise the use of training resources and best meet Councillor needs.

2. Current Position

- 2.1 Officers recognise that there may be many good reasons why members do not attend training sessions. There can be other commitments, illness, or the session offers limited benefit to the individual members (for example, a session on procurement of services particularly attracts members of the Performance and Audit Scrutiny Committee (PASC) committees)
- 2.2 The demands placed on Councillors rarely decreases. Councillors have to manage their communications, ensuring they respond to e-mails and read committee reports and agendas. They need to keep on top of their community caseload and work to support their residents. The Councils' adopted Families and Communities Strategy emphasises the need for the Councillor to act as a Community Leader. Whilst these demands can make it difficult to fit in time for training, they also highlight the diverse range of skills and capabilities that are required to be a Councillor, increasing the potential need for training. It is the responsibility of each member to ensure they have the requisite knowledge and skills to fulfil their role.
- 2.3 At present, training and development is offered through the following means:
 - A comprehensive induction programme for new Councillors;
 - Monthly evening training sessions, alternating between West Suffolk House and the Mildenhall Office at College Heath Road;

- Members can request attendance at specific outside training events where there is a defined need / requirement linked to their role;
- Members have a specific section on the Council's intranet, which includes briefings on key issues, as well as weekly policy alerts on national developments and members' news on internal matters.

2.4 Current training events scheduled and in development include:

- Safeguarding, to ensure members are informed of the requirements placed upon the Council in this important area – scheduled for 13 July;
- Chairing Skills – in response to member request, a targeted session has been created to ensure relevant members are confident and ensure they can obtain the most from their meetings – scheduled for 4 July;
- Licensing appeals – to ensure Committee members receive their mandatory training – scheduled for 9 August;
- Energy – a knowledge based session to learn more about energy investments and developments – dates to be confirmed.

2.5 In addition to the above, the member development survey highlighted that members are also be interested in e-learning. The Local Government Association's national e-learning modules have been adapted for West Suffolk and are currently being trialled by officers and members (in conjunction with the Member Development Group).

2.6 The outcomes of the member development survey have been included for reference at **Appendix A**. In general, these highlight that:

- Members generally feel confident in delivering their role, and feel they have the skills and knowledge necessary to do so;
- There are a small number of areas where members feel additional training would be of benefit;
- Results regarding the nature of training to be provided were inconclusive; members generally feel that small group sessions are best.

2.7 Interestingly, the recent changes to the terms of reference of the Licensing Committees, agreed by both Councils, requires that in future members will have to undertake training in order to sit on the committees. In practice, this cannot be formally enforced on the Committee but it demonstrates a strong commitment on the part of the Council and its members. No other Committees place this requirement on members.

2.8 Timing of training will necessarily be problematic. Members have a variety of different commitments, and it is not possible to hold training sessions at a date and time that suits all.

3. How can we develop our offer?

- 3.1 In order to really consider this issue, we need to assess what we would want from member training. We need to ensure that members feel the training offer is relevant to them; when they attend events, members feel that they have learnt something, and it is worthwhile for them to attend. Members can then put that training into practice, whether through being more skilled in considering complex matters in committee, or feel more able and confident to discharge their community role.
- 3.2 In order to deliver this outcome, members of the Overview and Scrutiny Committees may wish to consider the following:
- Is the current approach – of set, programmed evenings, the most effective to maximise attendance?
 - Are the events sufficiently engaging for members? Could different styles be employed?
 - Are the right events being programmed to encourage attendance?
 - Are the events promoted in the right ways?
 - What makes members of the Committee most likely attend an event?
- 3.3 At **Appendix B**, officers have summarised the evaluation of member training events over the past year. In general, this shows that members have been pleased with the events provided and thought they were worthwhile.
- 3.4 If we consider that a good programme of development is the “carrot” for members to attend, then Overview and Scrutiny Committees may also want to assess whether there is need for greater enforcement – the “stick” approach. This could include:
- Stronger use of the political group system, for example sending periodic records of training to group leaders;
 - Publicising member attendance at training, in the same way that attendance at committees is also publicised;
 - Increasing the number of committees for which training is mandatory; this could include development control, PASC, Standards and Growth Steering Group as examples. In most cases, it is expected that members on these committees have sufficient experience or training.
 - Increasing the number of knowledge sessions considered mandatory – for example data protection, prevent, safeguarding – with associated “naming and shaming” of those who had failed to attend / undertake e-learning
- 3.5 Officers have identified practices employed by other councils, in addition to the potential ideas above. Most ideas have already been tried or considered within both Councils, but not continued with. These have included:

- Knowledge development sessions following before / after / in place of regular committee meetings focussed on specific groups of members (this has previously been discounted)
- Member performance self-evaluation with individual development plans formed (this can be a time-consuming process)
- Compulsory e-learning modules
- Greater emphasis on competency based development – community engagement and leadership, public speaking, thinking differently, influencing skills.

Potential topics for Member development sessions based on scores

	Total Responses	47	65%
	SEBC	30	68%
	FHDC	17	59%

Preferred Learning Delivery	Yes	%
Internal small group seminar sessions Working hours	28	88%
Internal large group development sessions 2 hours	27	84%
Workshop session	27	84%
Internal small group seminar sessions Evening	24	75%
Subject matter reading	21	66%
E learning On line Resources	19	59%
Externally provided seminar sessions min 8 max 24	13	41%
Mentoring	13	41%
1 2 1 Coaching	10	31%
Internal large group development sessions full day Saturday conference	5	16%
Other	0	0%

Foundation Skills	Average Score
How much do you know about PREVENT the radicalisation awareness programme	5.52
How much do you know about Public Sector Commissioning and Procurement	5.59
What do you know about your role as a Councillor in Emergency Planning	5.78
How much do you know about Housing legislation and provision in West Suffolk	5.98
What is your level of understanding of Local Government finance	6.63
What is your level of understanding of West Suffolk s Policy and Strategy 2017 18	6.83
What is your level of understanding of the growth agenda and the West Suffolk Strategy	6.85
What is your level of understand of equality and diversity legislation	6.85
What is your level of understanding of safeguarding in West Suffolk	6.91
What is your level of understanding on information security the Data protection Act and F O I	7.07
What is your understanding of how we can be more commercial	7.24
How much do you know about standards and ethics and the Members Code of Conduct	7.43

Committee Specific	Average Score
What is your level of understanding of Licensing and Regulatory legislation and the roles and responsibilities of Councillors	6.76
How much do you know about Development Control regulations and managed development	7.15
How much do you know about Overview and Scrutiny	7.26

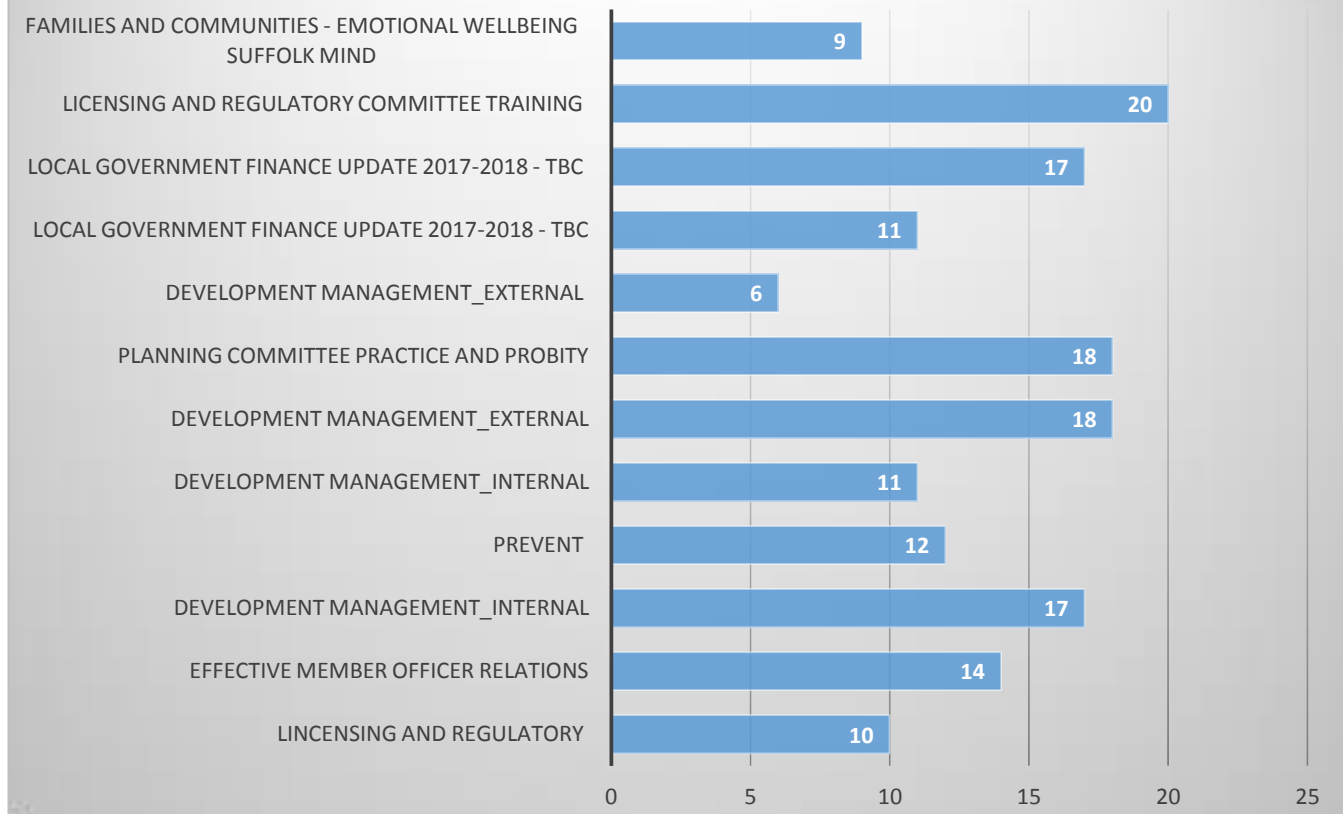
Relational skills	Average Score
How well do you think you can communicate West Suffolk s Policy and Strategy to a wider audience	6.09
How well do you manage your community engagement and locality working	7.13
How able are you at using effective influencing and negotiating skills	7.2
How able are you to deliver an effective presentation	7.24
How well do you manage challenging situations and people	7.24
How able are you to use creative and innovative thinking techniques	7.24
How well do you use problem solving and conflict resolution skills	7.26
What is your level of understanding of what community engagement and locality working is	7.35
How well do you manage partnership working	7.39
How able are you at chairing committees and meetings	7.52
How able are you to use effective writing skills	7.63
How able are you at using effective questioning and listening techniques	7.98

Digital skills	Average Score
How comfortable do you feel using social media	5.83
How well do you make use of the functions and features in Microsoft Outlook	6.2
How comfortable do you feel using Microsoft Excel	6.35
How comfortable do you feel finding information on the West Suffolk Intranet and the Internet	7.04
How comfortable do you feel using Microsoft Word	7.3

Reflective skills	Average Score
How able are you to use speed reading tools and techniques	7.02
How well do you think you manage your work life balance	7.17
How able are you to prioritise and use time management techniques	7.26
How well do you manage your emotional well being and stress levels	7.57

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Attendance 2016_17



Average Evaluation scores 2016_17





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Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/17/020	
Report to and date:	Overview and Scrutiny Committee	20 July 2017
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2017-2018 (Appendix 1).	
Recommendation:	Overview and Scrutiny Committee: That, Members <u>note</u> the current status of the work programme and the annual items expected during 2017-2018.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	Is this a Key Decision and, if so, under which definition? Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Documents attached:	Appendix 1 – Current Work Programme	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action. The current position of the work programme for the next few months is attached at **Appendix 1** for information.
- 1.1.3 Members are asked to note the current status of its work programme for 2017-2018.

Overview and Scrutiny Committee Rolling Work Programme (Forest Heath District Council)

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

The work programme also leaves space for Call-ins and Councillor Calls for Action.

Description	Lead Member	Details
14 September 2017		
Annual Portfolio Holder Presentation	Planning and Growth	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Overarching Strategy for Facilitating Growth and Investment	Portfolio Holder for Planning and Growth Portfolio Holder for Resources & Performance	To consider the development of an overarching strategy for the councils' assets and investments.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 November 2017		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Information Strategy	Portfolio Holder for Resources & Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council.
Car Parking	Portfolio Holder for Operations	To receive an annual report on car parking in Forest Heath.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
11 January 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
8 March 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
19 April 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

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>Forest Heath</u> Cllr Brian Harvey Cllr Simon Cole</p> <p><u>St Edmundsbury</u> Cllr Clive Springett Cllr John Burns Cllr Diane Hind (Sub)</p>	November 2017

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