

# Overview and Scrutiny Committee



Forest Heath  
District Council

|  |  |              |            |                 |              |             |                 |           |             |              |
|--|--|--------------|------------|-----------------|--------------|-------------|-----------------|-----------|-------------|--------------|
| <b>Title:</b>  | <b>Agenda</b>  |              |            |                 |              |             |                 |           |             |              |
| <b>Date:</b>   | <b>Thursday 14 September 2017</b>  |              |            |                 |              |             |                 |           |             |              |
| <b>Time:</b>   | <b>6.00 pm</b>   |              |            |                 |              |             |                 |           |             |              |
| <b>Venue:</b>  | <b>Council Chamber<br/>District Offices</b><br>College Heath Road<br>Mildenhall  |              |            |                 |              |             |                 |           |             |              |
| <b>Full Members:</b>   | <p style="text-align: center;"><b>Chairman</b> Simon Cole</p> <p style="text-align: center;"><b>Vice Chairman</b> Ruth Bowman J.P.</p> <p><u>Conservative Members (8)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Barker</td> <td style="width: 33%;">Simon Cole</td> </tr> <tr> <td>John Bloodworth</td> <td>Brian Harvey</td> </tr> <tr> <td>Ruth Bowman</td> <td>Christine Mason</td> </tr> <tr> <td>Rona Burt</td> <td>Nigel Roman</td> </tr> </table> <p><u>West Suffolk Independent Members (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">David Palmer</td> </tr> </table> <p><u>UKIP Member (1)</u> Reg Silvester</p> | Chris Barker | Simon Cole | John Bloodworth | Brian Harvey | Ruth Bowman | Christine Mason | Rona Burt | Nigel Roman | David Palmer |
| Chris Barker   | Simon Cole   |              |            |                 |              |             |                 |           |             |              |
| John Bloodworth  | Brian Harvey   |              |            |                 |              |             |                 |           |             |              |
| Ruth Bowman  | Christine Mason  |              |            |                 |              |             |                 |           |             |              |
| Rona Burt  | Nigel Roman  |              |            |                 |              |             |                 |           |             |              |
| David Palmer   |  |              |            |                 |              |             |                 |           |             |              |
| <b>Substitutes:</b>  | Named substitutes are not appointed  |              |            |                 |              |             |                 |           |             |              |
| <b>Interests – Declaration and Restriction on Participation:</b> | 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.  |              |            |                 |              |             |                 |           |             |              |
| <b>Quorum:</b>   | Three Members  |              |            |                 |              |             |                 |           |             |              |
| <b>Committee administrator:</b>                                  | <b>Christine Brain</b><br>Democratic Services Officer (Scrutiny)<br><b>Tel:</b> 01638 719729<br><b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>   |              |            |                 |              |             |                 |           |             |              |

# Public Information



Forest Heath

District Council

|   |   |   |
|---|---|---|
| <b>Venue:</b>   | <b>District Offices</b><br>College Heath Road<br>Mildenhall<br>Suffolk, IP28 7EY  | Tel: 01638 719000<br>Email: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a><br>Web: <a href="http://www.westsuffolk.gov.uk">www.westsuffolk.gov.uk</a> |
| <b>Access to agenda and reports before the meeting:</b> | 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.   |   |
| <b>Attendance at meetings:</b>                          | 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.  |   |
| <b>Public speaking:</b>                                 | <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> |   |
| <b>Disabled access:</b>                                 | 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.   |   |
| <b>Induction loop:</b>                                  | An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter.  |   |
| <b>Recording of meetings:</b>                           | <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 20 July 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 Cabinet Member for Planning and Growth** **7 - 10**

Report No: **OAS/FH/17/021**

The Cabinet Member for Planning and Growth, Councillor Lance Stanbury has been invited to the meeting to provide an annual account on his portfolio and to answer questions from the Committee.
- 7. Work Programme Update** **11 - 16**

Report No: **OAS/FH/17/022**

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# Overview and Scrutiny Committee



Forest Heath  
District Council

**Minutes** of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 20 July 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  
Brian Harvey

David Palmer  
Nigel Roman

**Also in attendance:**

Sara Mildmay-White, Lead Cabinet Member for Housing

168. **Substitutes**

There were no substitutes declared.

169. **Apologies for Absence**

Apologies for absence were received from Councillors Rona Burt, Christine Mason and Reg Silvester.

170. **Minutes**

The minutes of the meeting held on 6 June 2017, were confirmed as an accurate record and signed by the Chairman.

171. **Public Participation**

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

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

The Chairman attended Cabinet on 20 June 2017, and presented the Committee's report on items it considered on 6 June 2017, which was noted.

### 173. **Annual Presentation by the Lead Portfolio Holder for Housing**

The Committee was reminded that on 21 July 2016, it had received a presentation from the Lead Cabinet Member for Housing, setting out her responsibilities covered under the portfolio.

At this meeting, the Lead Cabinet Member for Housing had been invited back to provide a follow-up presentation on her portfolio. Report No: OAS/FH/17/018 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;
- Set out the vision for the Portfolio through to 2019, and whether on target to meet that vision.

Before initially opening her presentation, Councillor Mildmay-White informed the Committee that Sara Lomax was nominated in her role of Service Manager for Housing Options and Homelessness in which she works closely with domestic abuse support services, supporting victims through homelessness prevention and encouraging agencies to work within the area. She had been at the forefront in bringing additional support to West Suffolk through the satellite accommodation project (which provides accommodation for victims of domestic abuse that were not in a refuge) and continued to bring best practice and new ideas to the area, increasing the support the councils could offer to victims of domestic abuse. Sara was presented with a certificate in recognition of her work from Cllr Tony Goldson, Chair of the Suffolk Health and Wellbeing Board.

Councillor Sara Mildmay-White then opened her presentation by thanking the Committee for the invitation and for its support over the past year, and provided a number of examples, outlining challenges faced; successes and lessons learnt; and the vision through to 2019, such as:

- Behaving more commercially due to changes being made by Central Government (challenge)
- Bringing more empty homes back into use (challenge)
- Introduction of the Universal Credit full service goes live in Forest Heath and surrounding postcodes on September 2018 (future challenge)
- Barley Homes Group Limited which had now been incorporated (key success)
- Following a successful bid to the DCLG, the council along with Babergh/Mid Suffolk had employed a Rough Sleeper Outreach Prevention Worker (key success)
- Unable to meet the 30% affordable housing on brownfield sites (less successful)
- Delayed implementation of the data transfer to Home-link due to IT issues (less successful)
- Embedding the housing portfolio into the council in the way it delivers its commercial work (vision)

- Currently developing a Space Standards to eventually become a Supplementary Planning Document (vision)
- Barley Homes Group Limited to become an exemplar for housing standards (vision)

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

In response to particular questions raised, members were advised that:

- Delays had occurred around the negotiation of land sales to the Barley Homes Group Limited, but this had not impacted on the dividend / long-term profit margins for the councils. Terms had now been agreed for three of the four sites.
- Suffolk County Council in co-operation of the district and borough's was looking again at transit sites for Gypsies and Travellers.
- The Rough Sleeper Outreach worker was engaging homeless people with support services to try and encourage a change in their lifestyles. However, the individuals need to be willing to change and/or be open to support.
- The Strategic Housing Team was working on a Technical Advice Note for Space Standards. The Note would provide developers with the councils recommended minimum standards for developing all dwellings across West Suffolk.
- A list of registered Houses in Multiple Occupation (HMOs) was available on the councils website at <http://www.westsuffolk.gov.uk/housing/hmos.cfm>
- "Street Link" was a service whereby members of the public could report cases of rough sleepers ([www.streetlink.org.uk](http://www.streetlink.org.uk))
- Universal Credit: two member development sessions would be held on 7 September 2017 at St Edmundsbury and 18 September 2017 at Forest Heath on Universal Credit and homeless. The sessions would be facilitated by the Department of Work and Pensions.
- The Barley Homes Group Limited Annual Report would be presented to the committee either in November 2017 or January 2018.

Discussions were also held on street begging and how members could help provide intelligence in identifying HMOs in their wards.

The Chairman thanked the Lead Cabinet Member for Housing for the update on her portfolio.

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

## 174. **Effective Member Development**

The Committee received Report No: OAS/FH/17/019, which built upon recent discussions held at its meeting in March 2017 with the Portfolio Holder for Resources and Performance regarding member development.

The report sought scrutiny input into how the member development programme could be developed to ensure it most effectively helped members to deliver their role.

Attached at Appendix A to the report was the outcomes from the recent Member Development Survey and at Appendix B was a list of previous events held an attendance figures.

The aim of the report was to serve as the basis for Committee to discuss the current strengths and weaknesses of the Development Plan, and assess how the offer could be developed further to maximise the use of training resources to best meeting Councillor needs.

The Committee discussed the various options set out in the report and asked questions to which responses were provided.

Discussions were held on the need to provide sufficient notification of training sessions; tailoring training to the committee that members sat on; holding 20 minute training sessions/updates prior to a Committee meeting; the use of webinars and e-learning; and not repeating the same training sessions each year.

The Vice-Chairman of the Committee stated that the key point was to incentivise members to attend training sessions, and it would be wrong to use the stick approach. Furthermore, members should not be treated as employees.

It was then proposed by Councillor Ruth Bowman, seconded by Councillor Nigel Roman and with the vote being unanimous, it was

### **RECOMMENDED:**

That the Member Development Steering Group be asked to consider the following recommendations for improving the Development Plan:

- 1) Explores the use of webinars alongside work already being undertaken on e-learning.
- 2) Explores holding quick 20 minute learning sessions prior to the commencement of Committee meetings to update Committee members on legislative requirements; changes etc.
- 3) Ensure that sufficient notice / publicity is provided on planned training sessions.



175. **Use of Directed Surveillance by the Anglia Revenues Partnership (Verbal)**

The Monitoring Officer presented a verbal report, which built upon discussions held at its meeting in April 2017 regarding the use of surveillances powers under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010 by the Anglian Revenues Partnership (ARP) for carrying out benefits checks.

The Monitoring Officer advised that the Department for Work and Pensions (DWP) carried out fraud investigations on behalf of the Anglia Revenues Partnership. She further advised that DWP had not used these surveillance powers.

There being no decision required, the Committee **noted** the verbal update from the Monitoring Officer.

176. **Work Programme Update**

The Committee received Report No: OAS/FH/17/020, which updated Member on the current status of its rolling work programme of items for scrutiny during 2017-2018 (Appendix 1).

The Democratic Services Officer (Scrutiny) informed the Committee that the following additional items were to be included in its forward work programme for 9 November 2017:

- Development of a New West Suffolk Strategic Plan 2018-2020
- Annual Report from Barley Homes Group Limited.

The Committee **noted** the update on the current status of its forward work programme for 2017-2018 and the additional items to be included in its forward work programme for November 2017.

The Meeting concluded at 7.35 pm

**Signed by:**

**Chairman**

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# Overview and Scrutiny Committee



Forest Heath  
District Council

|                            |  |                   |
|----------------------------|--|-------------------|
| <b>Title of Report:</b>    | <b>Annual Presentation by the Cabinet Member for Planning and Growth</b>   |                   |
| <b>Report No:</b>          | <b>OAS/FH/17/021</b>   |                   |
| <b>Report to and date:</b> | <b>Overview and Scrutiny Committee</b>   | 14 September 2017 |
| <b>Portfolio Holder:</b>   | Lance Stanbury<br>Cabinet Member for Planning and Growth<br><b>Tel:</b> 07970 947704<br><b>Email:</b> <a href="mailto:lance.stanbury@forest-heath.gov.uk">lance.stanbury@forest-heath.gov.uk</a>   |                   |
| <b>Lead officer:</b>       | Christine Brain<br>Democratic Services Officer (Scrutiny)<br><b>Tel:</b> 01638 719729<br><b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>  |                   |
| <b>Purpose of report:</b>  | <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>   |                   |
| <b>Recommendation:</b>     | <p><b>Members of the Committee are asked to question the Cabinet Member for Planning and Growth on his portfolio responsibilities, and having considered the information, the Committee may wish to:</b></p> <ol style="list-style-type: none"> <li><b>1) Make recommendations to the Cabinet Member for Planning and Growth for his consideration;</b></li> <li><b>2) Request further information and / or receive a future update.</b></li> <li><b>3) Take any other appropriate action as necessary.</b></li> </ol> |                   |

|  |   |   |                                       |
|--|---|---|---------------------------------------|
| <b>Key Decision:</b><br><i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>          |   | <i>Is this a Key Decision and, if so, under which definition?</i><br>Yes, it is a Key Decision - <input type="checkbox"/><br>No, it is not a Key Decision - <input checked="" type="checkbox"/> |                                       |
| <b>Consultation:</b>   |   | • N/A   |                                       |
| <b>Alternative option(s):</b>  |   | • N/A   |                                       |
| <b>Implications:</b>   |   |   |                                       |
| <i>Are there any <b>financial</b> implications?<br/>If yes, please give details</i>                                |   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>•  |                                       |
| <i>Are there any <b>staffing</b> implications?<br/>If yes, please give details</i>                                 |   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>•  |                                       |
| <i>Are there any <b>ICT</b> implications? If yes, please give details</i>  |   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>•  |                                       |
| <i>Are there any <b>legal and/or policy</b> implications? If yes, please give details</i>                          |   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>•  |                                       |
| <i>Are there any <b>equality</b> implications?<br/>If yes, please give details</i>                                 |   | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/><br>•  |                                       |
| <b>Risk/opportunity assessment:</b>  |   | <i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>  |                                       |
| <b>Risk area</b>   | <b>Inherent level of risk</b> (before controls) | <b>Controls</b>   | <b>Residual risk</b> (after controls) |
|  | Low/Medium/ High*                               |   | Low/Medium/ High*                     |
| None   |   |   |                                       |
| <b>Wards affected:</b>   |   | All   |                                       |
| <b>Background papers:</b><br><i>(all background papers are to be published on the website and a link included)</i> |   | None  |                                       |
| <b>Documents attached:</b>   |   | 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 15 September 2016, the Committee received a presentation from the Cabinet Member for Planning and Growth, Councillor Lance Stanbury, summarising the following responsibilities covered under his portfolio:

- Building Control;
- Conservation;
- Development Control;
- Economic Development;
- Enforcement;
- Environmental Health;
- Growth Areas and Regeneration;
- Licensing;
- Planning Policy;
- Rural Development;
- Tourism (Strategic); and
- Town Centres.

### **1.2 Progress Update**

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

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

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

1.2.2 The Cabinet Member was also provided in advance of the meeting with some key questions identified by Scrutiny Members on specific areas they would like included in the annual update.

### **1.3 Proposals**

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

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# Overview and Scrutiny of Committee



Forest Heath  
District Council

|   |   |                   |
|---|---|-------------------|
| <b>Title of Report:</b>   | <b>Work Programme Update</b>  |                   |
| <b>Report No:</b>   | <b>OAS/FH/17/022</b>  |                   |
| <b>Report to and date:</b>  | <b>Overview and Scrutiny Committee</b>  | 14 September 2017 |
| <b>Chairman of the Committee:</b>   | Simon Cole<br>Chairman of the Overview and Scrutiny Committee<br><b>Tel:</b> 07974 443762<br><b>Email:</b> <a href="mailto:simon.cole@forest-heath.gov.uk">simon.cole@forest-heath.gov.uk</a>   |                   |
| <b>Lead officer:</b>  | Christine Brain<br>Democratic Services Officer (Scrutiny)<br><b>Tel:</b> 01638 719729<br><b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>   |                   |
| <b>Purpose of report:</b>   | To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2017-2018 ( <b>Appendix 1</b> ).  |                   |
| <b>Recommendation:</b>  | <b>Overview and Scrutiny Committee:</b><br><br><b>It is <u>RECOMMENDED</u> that:</b><br><br><b>1) Members review the current status of its Work Programme for 2017 - 2018.</b><br><br><b>2) Members are asked to identify potential topics for future scrutiny by completing the Member Work Programme Suggestion Form.</b> |                   |
| <b>Key Decision:</b><br>(Check the appropriate box and delete all those that <b><u>do not</u></b> apply.) | <i>Is this a Key Decision and, if so, under which definition?</i><br>Yes, it is a Key Decision - <input type="checkbox"/><br>No, it is not a Key Decision - <input checked="" type="checkbox"/>   |                   |
| <b>Documents attached:</b>  | <b>Appendix 1</b> – Current Work Programme 2017-2018  |                   |

## **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, 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:

- i) Review the current status of its work programme for 2017-2018;  
and
- ii) Identify questions you would like the Portfolio Holder for Operations to cover in his annual update to the Committee on 9 November 2017.



## 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   |
|---|--|---|
| <b>9 November 2017</b>                                      |  |   |
| Development of New West Suffolk Strategic Plan 2018-2020    | Leader of the Council  | To provide input into the development of a new West Suffolk Strategic Plan 2018-2020  |
| Overarching Strategy for Facilitating Growth and Investment | Portfolio Holder for Planning and Growth<br><br>Portfolio Holder for Resources & Performance | To consider the development of an overarching strategy for the councils' assets and investments.  |
| Annual Report from Barley Homes Group Limited               | West Suffolk Lead for Housing  | To scrutinise the Annual Report of Barley Homes Group Limited   |
| 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 St Edmundsbury Borough Council. |
| Car Parking   | Portfolio Holder for Operations  | To receive an annual report on car parking in Forest Heath.   |
| Annual Portfolio Holder Presentation                        | Portfolio Holder for Operations  | 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.   |

| <b>Description</b>                        | <b>Lead Member</b>                              | <b>Details</b>  |
|---|---|---|
| <b>11 January 2018</b>                    |   |   |
| Annual Portfolio Holder Presentation      | Leisure and Culture<br><i>(To be confirmed)</i> | 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.   |
| <b>8 March 2018</b>                       |   |   |
| 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 Housing Strategy             | Lead Portfolio Holder for Housing               | To receive an annual progress report on the West Suffolk Housing Strategy.  |
| 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.   |
| <b>19 April 2018</b>                      |   |   |
| 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 Community Safety Partnership | Portfolio Holder for Families and Communities   | To receive an annual report and scrutinise the actions undertaken by the West Suffolk Community Safety Partnership.<br><i>(Section 19 of the Police and Justice Act 2006)</i> |
| 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

|    | <b>Title</b>  | <b>Purpose</b>  | <b>Start date</b> | <b>Members appointed</b>   | <b>Estimated End date</b> |
|----|---|---|-------------------|--|---------------------------|
| 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"> <li>- a set of underlying data sharing principles;</li> <li>- seeking to define how we use information currently;</li> <li>- how we should be using information in the future;</li> <li>- how this can deliver key outcomes to both our staff,</li> <li>- our operations and our customers/consumers ; and</li> <li>- describing where technology can help facilitate this.</li> </ul> | April 2017        | <p><u>Forest Heath</u><br/>Cllr Brian Harvey<br/>Cllr Simon Cole</p> <p><u>St Edmundsbury</u><br/>Cllr Clive Springett<br/>Cllr John Burns<br/>Cllr Diane Hind (Sub)</p> | November 2017             |

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