

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda
Date:	Thursday 11 January 2018
Time:	6.00 pm
Venue:	Council Chamber District Offices College Heath Road Mildenhall
Full Members:	<div><div>Chairman Simon Cole</div><div>Vice Chairman Ruth Bowman J.P.</div><div><div><u>Conservative Members (8)</u></div><div>Chris Barker John Bloodworth Ruth Bowman Rona Burt</div><div>Simon Cole Brian Harvey Christine Mason Nigel Roman</div></div><div><div><u>West Suffolk Independent Members (1)</u></div><div>David Palmer</div><div></div></div><div><div><u>UKIP Member (1)</u></div><div>Reg Silvester</div><div></div></div></div>
Substitutes:	Named substitutes are not appointed
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.
Quorum:	Three Members
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk

Public Information



Forest Heath

District Council

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

Agenda
Procedural Matters
Part 1 - Public

- | | |
|--|----------------|
| 1. Substitutes | |
| 2. Apologies for Absence | |
| 3. Minutes | 1 - 8 |
| <p>To confirm the minutes of the meeting held on 9 November 2017 (copy attached).</p> | |
| 4. Public Participation | |
| <p>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.</p> <p>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.</p> | |
| 5. Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee, and any other updates from the Chairman | |
| 6. Annual Presentation by the Cabinet Member for Leisure and Culture | 9 - 16 |
| <p>Report No: OAS/FH/18/001</p> <p>The Cabinet Member for Leisure and Culture has been invited to the meeting to provide an annual account on his portfolio and to answer questions from the Committee.</p> | |
| 7. Cabinet Decisions Plan: January 2018 to May 2018 | 17 - 34 |
| <p>Report No: OAS/FH/18/002</p> | |
| 8. Work Programme Update | 35 - 38 |
| <p>Report No: OAS/FH/18/003</p> | |

Part 2 – Exempt

NONE

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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 9 November 2017** at **6.00 pm** in 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

Nigel Roman
David Palmer
Reg Silvester

184. **Substitutes**

There were no substitutes declared.

185. **Apologies for Absence**

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

186. **Minutes**

The minutes of the meeting held on 14 September 2017, were confirmed as an accurate record and signed by the Chairman.

187. **Request for an apology from Councillor Silvester**

The Monitoring Officer introduced this item, and explained that following comments made at the Council meeting of 26 July 2017, and a subsequent complaint being made, it had been determined that Councillor Silvester had breached the Code of Conduct and was being requested to apologise at the next available meetings of both the Overview and Scrutiny Committee and Council.

Councillor Reg Silvester: Councillor, I give you my sincere apologies. I regret any distress that my language or remarks may have caused you at the Council meeting on 26 July 2017. My remarks were not directed at anybody, not the council. I was simply expressing the language that might come from my public in Brandon, and you yourself have attended a number of meetings in Brandon, and you know that sometimes the language, shall we say, can be direct. So I would just like to give my apologies to you for any distress that

might have caused you. There is also a possibility that I will not be here on 20 December 2017. I would therefore like to give my apologies also to the Chairman of the Council for any difficulties at that meeting that may have caused her in handling the issue.

The Monitoring Officer advised that the apology to Council would if necessary be carried forward to the February 2018 Council meeting.

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 attended Cabinet on 24 October 2017, and presented the Committee's report on items it considered on 14 September 2017, which was noted.

190. Draft West Suffolk Strategic Framework

[Councillor Brian Harvey declared a non-pecuniary interest as Forest Heath District Council Shareholder Representative on Barley Homes Group, and remained in the meeting during the discussions and subsequent voting].

Councillor James Waters, Leader of the Council presented Report No: OAS/FH/17/023, 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 that had been carried out so far on the development of a draft West Suffolk strategic framework and sought views on the draft document attached at Appendix B to the report. The 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 being faced. The three priorities that emerged from the work continued to be growth; resilient families and communities; and housing which were supported by a draft set of projects and actions.

Attached at Appendix A, was a diagram which showed 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 aim of the framework document was to set out the council's 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.

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 Committee considered the report in detail and asked a number of questions to which comprehensive responses were provided. Discussions were held on the infographics to be included at a later date; how the aspirations in the Strategic Framework would be evaluated; bringing growth forward in Forest Heath; Barley Homes and concerns about the withdrawal of land which was sold to another developer and issues with Universal Credit.

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

- Universal Credit: Officers were talking to all agencies involved with Universal Credit (UC) , including the Citizens Advice Bureau, which was due to be rolled out in Forest Heath in September 2018. The Assistant Director (Families and Communities) explained that UC was about money management, and there were already concerns about the system and delays in payments being made. She confirmed she would be happy to provide the Committee with a briefing on the role out of UC in Forest Heath in 2018.
- Infographics: The infographics evidence data would be included in the draft document for Cabinets consideration in December 2017. The infographics would summarise statistics for West Suffolk, and would set out the emphasis of its importance. District Councillors were given ward profiles, and officers had now looked at the data for towns and zoned the rural areas. Councillors would then be able to compare data across Wests Suffolk. Officers agreed that they would be happy to present the data to the Committee, which would also be available on the council's website.

In response, the Chairman of the Committee advised that he would like to see the council working with parish councils and web links to all parish councils to access the data which would also help them in their jobs.

- Evaluation: The Strategic Framework was a high level document, and measuring successes was always an issue. However, the Strategic Framework was aligned with the Medium Term Financial Strategy and all council services. Work would also continue on the performance framework, which was reported through the Performance and Audit Scrutiny Committee.

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

- (1) General: - suggest including reference in the Strategic Framework document to links with the Medium Term Financial Strategy.

- (2) Page 15: Point 2 – suggest including growth examples coming forward in Forest Heath.
- (3) Page 15: Point 5 – suggest revisiting the wording relating to Barley Homes and becoming self-sufficient.
- (4) Page 16: Point 15 – suggest including more detail on the role out of Universal Credit.

It was then proposed by Councillor Ruth Bowman, seconded by Councillor Nigel Roman 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/FH/17/023, be adopted, inclusive of comments made during the meeting.

191. West Suffolk Growth Outcomes and Investment Strategy

The Committee received Report No: OAS/FH/17/024 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 in detail and asked a number of questions to which responses were provided.

Members asked questions with regards to the previously approved £20m investing in our growth agenda fund. They sought clarification around whether that was from borrowed money which officers provided that confirmation of and that actual borrowing would be the subject of a treasury management process by the Council. This would be considered on a case by case basis taking into account current cash flow balances and short/long term borrowing requirements alongside external treasury management advice. It was further explained that the Council would monitor and manage the total Investment Fund, with the aim of achieving an overall net return of 1% (after borrowing costs). However, this was an assumption and the Council would continue to monitor this as part of the annual budget setting process and review of its investments from the fund.

In response to a question raised, members were advised that the council was committed to a number of projects, and would look at match-funding were possible.

It was then proposed by Councillor Ruth Bowman, seconded by Councillor Brian Harvey 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/FH/17/024 be endorsed.

192. Annual Presentation by the Cabinet Member for Operations

The Committee was reminded that on 10 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/FH/17/025 set out the focus of the update.

The Cabinet Member was 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) **Newmarket Market:** Update on the re-development of the market.
- 2) **Civil Parking Enforcement:** Progress update.
- 3) **West Suffolk Operational Hub:** What have the implications been in the projects delay, and what are the high risk areas?

Councillor David Bowman opened his presentation by thanking the Committee for the invitation to address the Committee on progress made within his

Portfolio since November 2017, which included an outline of main challenges; key successes/failures and the vision moving forward. He also welcomed the new format in providing questions in advance.

The Committee asked follow-up questions relating to the Newmarket Market; Civil Parking Enforcement and the West Suffolk Operational Hub, to which comprehensive responses were provided.

The Committee acknowledged the ambition project in relocating the market to the High Street, which included improving the overall look of the market for up to 24 pitches with appropriate gazebo's, as well as working closely with market traders, local retailers, Newmarket Town Council, the Newmarket Business Improvement District (BID) and the Jockey Club, with the proposed launch taking place in April 2018.

In response to a question raised, the Cabinet Member informed the Committee that if the improvements proposed for Newmarket market were successful, subject to resources they could potentially be rolled out to other market towns in West Suffolk.

Members were informed that the formal application (Order) to apply for the transfer of Civil Parking Enforcement from the Police to Forest Heath District Council had now been submitted to the Department of Transport, with a planned implementation date of 1 April 2019. Work would soon begin in developing area parking plans for West Suffolk, which would be discussed further with members and partners.

Members were also advised that the Police were still responsible for parking enforcement until it was devolved to the Council.

In response to a question raised regarding people parking on double-yellow lines in Brandon due to insufficient parking capacity, the Cabinet Member agreed to look into this further with the Ward Member and officers.

Members discussed the West Suffolk Operational Hub; whether Suffolk County Council was still fully committed to the project; the estimated cost in the delay of the project, and the land which was held under an Options Agreement (legal agreement). Officers advised that following the Development Control Committee on 2 November 2017 the matter had now been referred to the Secretary of State (SoS). Once a decision was made by the SoS whether or not to call in the planning decision for his determination, the Council would start re-engaging with the community in moving forward with the next phase of the project. All partners as a whole were bearing the additional costs in the delay.

The Committee noted the challenge of supporting large projects along-side the day job of delivering frontline services; the recruitment of frontline waste operatives and property staff; developing our markets and working towards Civil Parking Enforcement in Suffolk with partners across the county. Members discussed the Bar-tec back office technology which originally introduced with the brown bins service, which held information such as backdoor collections, who subscribed to the service and contamination issues.

This had now been rolled out to the black and blue bin collections and was currently being extended to the trade waste and street cleaning services.

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

193. Decisions Plan: November 2017 to May 2018

The Committee received Report No: OAS/FH/17/026, which requested that Members peruse the Cabinet Decisions Plan for the period November 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 in particular discussed the "Applications for Community Chest Funding 2018-2019", which was scheduled to be presented to Cabinet on 12 December 2017. The Committee noted that its next meeting would be after Cabinet met in December 2017. It therefore requested it would like to receive a written response setting out an overview of applications received; whether applications matched the council's priorities and an indication of the demographic spread of applications received across Forest Heath. The Democratic Services Officer (Scrutiny) agreed to pursue this with the Assistant Director (Families and Communities).

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

194. Work Programme Update and Suggestion for Scrutiny

The Committee received Report No: OAS/FH/17/027, updating Members on the current status of its rolling work programme of items for scrutiny during 2018 (Appendix 1).

The Committee considered its rolling work programme, and there being no decision required, **noted** the contents programmed for 2018.

The report also requested that Members identify questions they would like the Portfolio Holder for Leisure and Culture to cover in his annual update to the Committee on 11 January 2018.

The Committee considered the report and at the time of the meeting had not identified any questions they wished to put to the Portfolio Holder for Leisure and Culture. Therefore, the Democratic Services Officer (Scrutiny) would email the Committee asking for questions to be submitted to her by Friday 17 November 2017.

Finally, attached at Appendix 2 to the Report was a completed "suggestion for scrutiny" form, submitted by Councillor Simon Cole, suggesting the Committee considers carrying out a post implementation review of the Home of Horseracing Project, a year after its official opening, and reviews the museums future plans on how the council could assist in its delivery as a partner.

The Committee was asked to consider the suggestion as to whether it would be appropriate for scrutiny, including potential outcomes and if added to the work programme to decide on an appropriate timescale for future reporting.

Councillor Simon Cole presented the suggestion to the Committee and set out why he felt it was appropriate to now carry out a post implementation review of the Home of Horseracing project.

The Committee debated the issue and taking into account information provided by Councillor Simon Cole, the Committee agreed to include the suggestion into its forward work programme for 2018.

It was then proposed by Councillor Simon Cole, seconded by Councillor Chris Barker and with the vote being unanimous, it was

RESOLVED

That:

- 1) A review of the Home of Horseracing Project be included in the Committee's forward work programme for early 2018.
- 2) The Democratic Services Officer (Scrutiny) works with the Director (Project Sponsor for Forest Heath District Council) and representatives of the National Horseracing Museum to agree a mutually convenient date to hold an Extraordinary meeting in early 2018, with the venue to be confirmed.

The Meeting concluded at 8.05pm

Signed by:

Chairman

Overview and Scrutiny Committee



Title of Report:	Annual Presentation by the Cabinet Member for Leisure and Culture	
Report No:	OAS/FH/18/001	
Report to and date:	Overview and Scrutiny Committee	11 January 2018
Portfolio Holder:	Andy Drummond Cabinet Member for Leisure and Culture Tel: 01638 751411 Email: andy.drummond@forest-heath.gov.uk	
Lead officers:	<p>Mark Walsh Assistant Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk</p> <p>Damien Parker Service Manager (Operations, Leisure and Culture) Tel: 01284 757090 Email: Damien.parker@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 his 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 his consideration;</p> <p>2) Request further information and / or receive a future update.</p> <p>3) Take any other appropriate action as necessary.</p>		
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:	<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 12 January 2017, Councillor Andy Drummond, Cabinet Member for Leisure and Culture, attended this committee and presented a report which summarised the areas of responsibility covered under his 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:

- i. **Rural Communities:** What proposals does the Portfolio Holder have to ensure leisure and cultural is fully inclusive to all within Forest Heath, in particular rural communities?
- ii. **Rural Communities:** How does the Portfolio Holder propose to ensure that rural communities do not become the forgotten few?
- iii. **Rural Communities:** Is there a specific leisure and cultural programme for rural communities for 2018?

1.3 Response to Key Questions Set out in the Scrutiny Focus

1.3.1 **How do we ensure that the leisure and cultural service is fully inclusive to all within Forest Heath, in particular rural communities?**

Forest Heath is categorised in DEFRA's Rural and Urban classification system as a Rural District. The majority (54%) of those living in the rural district live in what it terms as rural hub towns (Mildenhall, Newmarket and Brandon). 34% live in rural town fringes e.g. Red Lodge, USAF base, Lakenheath, West Row and 12% live in rural villages and dispersed dwellings, or rural hamlets and isolated dwellings (Source: Census 2011).

The sports facilities provided by Forest Heath and managed by Abbeycroft Leisure (i.e. its Leisure/sports centres) are evenly distributed around the District and provide a range of facilities which are accessible to all. The biggest facilities are located in the hub towns where the largest populations live.

Over the last two financial years Section 106 monies have been used to help deliver the following improvements to leisure and cultural facilities in the District:

2016/17 spend: (1 April 2016 to 31 March 2017)

Location	Improvement	Sum
Beck Row	New football changing rooms	£116,722.50
Kennett and Kentford	Village hall extension at Kennett (design)	£6,262.00
Exning	Recreation ground project	£2,589.00
West Row	Tennis courts	£25,110.00
Red Lodge	Lawnmower for volunteers managing the SSSI	£1,950.00
Newmarket	Works at Lady Wolverton play area	£10,530.87
FHDC – Numerous Public Open Space's	Wildlife Audit	£11,375.00
Red Lodge	New Children's Swing at Heatherset Way	£5,268.00
Red Lodge	Sports Pavilion - Table Tennis tables	£3,900.00
Red Lodge	New item of play equipment Orchid Drive play area.	£2,311.00
Red Lodge	New goal posts	£1,374.00
Red Lodge	Heatherset Way play area surfacing	£1,988.00
FHDC – Numerous Public Open Space's	Public Open Space Warden role	£3,963.76
Red Lodge, Newmarket and Brandon	Play area improvements	£71,057.00

2017/18 spend: (1 April 2017 to date)

Location/group	Improvement	Sum
Kennett and Kentford	Village hall extension at Kennett	£190,318.00
FHDC – Numerous Public Open Space's	Public Open Space Warden role	£19,000.00
Exning	Tree works in St. Martins churchyard and Duck Lane	£1,720.00
Newmarket	Yellow Brick Road artwork for map	£435.00
Red Lodge	Red Lodge Heath purchase of a neighbouring piece of land.	£5,106.00
Moulton	New Zip Wire	£12,664.24
Red Lodge	MUGA - Heatherset Way	£4,591.06
Brandon	MUGA - Warren Close	£22,489.66
Mildenhall	Douglas Park new item of play equipment	£1,648.80

In the last two years we have undertaken a full audit of all the publicly accessible pitch based facilities in the district. This is to determine their condition and usage and has, on the whole, indicated that in most areas they are sufficient to meet current and future predicted demand for the next ten years. Where there are identified needs we are offering assistance, where we can, via Section 106 funding.

Members will be aware that the new Mildenhall Hub facility will provide a range of new leisure and cultural facilities.

In Brandon a new walk/run route was installed. The objective was to encourage those who are not already engaged in physical activities to get walking and running. We will be looking to support other walk run routes in the district in the coming year.

FHDC support the Keep Active programme, which Abbeycroft delivers which is part of a Sport England funded project. The programme is delivered in a variety of settings, aimed at young people and those aged 55+, and has been well supported.

Our Families and Communities Team work with community groups to enhance facilities and provision within the district. Through the locality budget scheme a range of sporting clubs have received financial assistance to grow membership and train volunteers.

Officers work with a range of service providers as well as sporting clubs to support communities, this could be through helping with funding applications through to establishment of new clubs. Examples include Indoor Curling in Lakenheath and Red Lodge, youth football clubs and historical art projects.

A number of our smaller villages also host Fit Villages and examples of this can be found in Freckenham, Worlington and Barton Mills.

From a heritage perspective we continue to work with Heritage partners with initiatives that involve the community.

FHDC has, for many years, worked with partners on initiatives to both raise the profile and improve the Brecks. The recent Heritage Lottery Fund project 'Breaking New Ground' has been incredibly successful and has engaged with rural communities across the Brecks area;

See link to the Breaking New Ground:

<http://www.breakingnewground.org.uk/>

<http://www.breakingnewground.org.uk/our-projects/a-future-for-all/beastly-brecks/>

Officers continue to work with the County Museums Development Manager to support any joint heritage developments through the Association for Suffolk Museums. The Association for Suffolk Museums is an independent charity and membership body with four main aims:

- To provide leadership for museums in Suffolk
- To act as the representative for museums in Suffolk
- To attract and manage resources for the benefit of its members
- To increase access and learning in museums for the benefit of the people of Suffolk

With regards Arts; 'Market Place', a major Arts Council funded Creative People and Places project, works with artists, arts organisations and communities to build, commission and deliver ambitious new ways of engaging more people in great arts experiences. We have just been successful for a phase two 3 year programme of activity with a grant of £695,000 from Arts Council England for Forest Heath and Fenland districts.

<http://www.cppmarketplace.co.uk/whats-on/brandon-fire-flint-23-september-festival-day/>

1.3.2 **Rural Communities: How does the Portfolio Holder propose to ensure that rural communities do not become the forgotten few?**

We have much to be proud of, but there is always more we can do. Participation in leisure and sport in Forest Heath is above the English national average, however, there are geographic and demographic pockets where participation rates are above or below the national average. The current economic climate and peoples changing habits also provides a challenge in maintaining and improving provision in the area.

Physically active and inactive adults

Rate	Forest Heath	East of England	England
% Active	58.2 %	57.8 %	57.0 %
% Inactive	26.9 %	27.6 %	28.7 %

Source: Public Health England - Public Health Outcomes Framework.
Measure: percentage of physically active and inactive adults. Time period(s): 2015

FHDC will continue to support initiatives such as Fit Villages, the Keep Active programme, and Active lives initiatives:

See link to the current active lives local FHDC programme:

<http://onelifesuffolk.co.uk/wp-content/uploads/2017/06/Forest-Heath-June-2017.pdf>

Participation in cultural activities (arts based events) in Forest Heath was below the English national average, when the poll was last undertaken in 2009/10;

Active People (Arts)

Forest Heath	37.91%
England Average	44.25%

Source: Active People (arts) 2 year av. % - the percentage of adults in the local authority who have either attended an arts event or participated in an arts activity at least three times in the past 12 months. Engagement must be for leisure purposes. The average has been calculated using data from 2009 and 2010.

FHDC will continue to engage groups and encourage a diverse offer of Leisure and Cultural opportunities throughout the District. Lullaby is one such opportunity providing award winning specialised concerts for children aged 2 to 7 years. Workshops have taken place in numerous venues in Forest Heath libraries, schools and nurseries.

See Link: <https://www.youtube.com/watch?v=JlpRT0HnPMQ>

The Council have also been supportive of the Suffolk Cinema Network (SCN) which provides film screenings organised by the community with professional advice and equipment supplied by the SCN.

See Link: <https://www.suffolkincinemanetwork.org/>

1.3.3 **Rural Communities: Is there a specific leisure and cultural programme for rural communities for 2018?**

As stated above Forest Heath as a whole is defined as a rural community so the programmes available at the Councils leisure centres are open to all in this rural community.

Earlier this year the Council endorsed the adoption of the West Suffolk: Promoting Physical Activity Framework which sets out how the Council will encourage people across West Suffolk to lead active lives. The new Partnership Agreement with Abbeycroft will specify that they will meet outcomes from the Promoting Physical Activity Framework. Through the performance management arrangements that are in place we will capture the initiatives they deliver in rural areas.

In terms of specific outreach work in villages;

FHDC contributes funds to Suffolk Sport, who work with Abbeycroft Leisure, to identify and assist with the delivery of an initiative called Fit Villages.

Fit Villages provides activity in small rural communities to increase physical activity and reduce social isolation by utilising local community facilities.

One such example is the chair based exercise programme at Barton Mills and others can be viewed via the following link:

<https://www.suffolksport.com/fitvillages>

Suffolk Sport are keen to work with Parishes and villages to develop a sports offer for their local people.

Following the success of the Brecks 'Breaking New Grounds' HLF programme the partnership has now received stage 1 funding to draw together a programme entitled Breck 'Rivers and Fen Edge'. Like the earlier HLF project this new initiative will set out an ambitious programme of events and activities in the Brecks for people to get engaged with.

See Link:

<http://www.breakingnewground.org.uk/news-archive/the-brecks-fen-edge-and-rivers-landscape-partnership-scheme-wins-national-lottery-support/>

1.4 **Proposals**

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

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Decisions Plan: January 2018 to May 2018	
Report No:	OAS/FH/18/002	
Report to and date:	Overview and Scrutiny Committee	11 January 2018
Portfolio Holder:	James Waters Leader of the Council Tel: 01638 719324 Email: james.waters@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period 1 January 2018 to 31 May 2018. Items which have been added since the Decisions Plan was last published are shaded for Members convenience. Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Audit and Governance related items published in the Decisions Plan.	
Recommendation:	Members are invited to peruse the Decisions Plan for items on which they would like further information on, or which they feel might benefit from the Committee's involvement by completing the Member Work Programme Suggestion Form attached as Appendix 2.	
Documents attached:	Appendix 1 – Decisions Plan: January 2018 to May 2018 Appendix 2 – Member Suggestion Form	

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Forest Heath District Council

APPENDIX 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 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 Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
09/01/18 <i>(Deferred from 12/12/17)</i>	Mildenhall Hub The Cabinet will be updated on the project programme, business case and funding model in the light of that consent, technical design work and any procurement undertaken.	Not applicable	(KD) Cabinet/ (possibly Council 21/02/18)	Cabinet/ Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	All Wards	Report to Cabinet, with possible recommendations to Council
09/01/18 <i>(Joint meeting with SEBC Cabinet)</i>	West Suffolk Civil Sanctions Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil sanctions as an alternative to prosecution for certain housing offences. The Cabinet will be asked to consider and approve a new Civil Penalties Policy for consultation in order to implement these new powers. This policy has been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Lance Stanbury Planning and Growth 07970 947704 Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbc.gov.uk	David Collinson Assistant Director (Planning and Regulatory) 01285 757306 Andy Newman Service Manager (Housing Standards) 01638 719276	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
09/01/18	Review of the Cabinet's Working Groups/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 Groups/Joint Panels etc, including amended Terms of Reference for the existing West Suffolk Joint Growth Steering Group.	Not applicable	(D)	Cabinet	James Waters Leader of the Council 07771 621038	Karen Points Assistant Director (HR, Legal and Democratic Services) 01284 757015 Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Cabinet
13/02/18 <i>(deferred from 09/01/18)</i>	Overarching Strategy for Facilitating Growth and Investment The Cabinet will be asked to recommend to Council, approval of an overarching strategy for the facilitation of 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	Not applicable	(R) - Council 21/02/18	Cabinet/ Council	Lance Stanbury Planning and Growth 07970 947704 Stephen Edwards Resources and Performance 07904 389982	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

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 Investment Principles.							
13/02/18	Treasury Management Report 2017-2018 - Investment Activity (April to December 2017) Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2017-2018 which summarised the investment activity for the period 1 April to 31 December 2017.	Not applicable	(R) - Council 21/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
13/02/18	Annual Treasury Management and Investment Strategy 2018/2019 and Treasury Management Code of Practice Cabinet will be asked to recommend to Council the approval of the Treasury Management and Investment Strategy 2018/19, which must be undertaken before the start of each financial yr.	Not applicable	(R) - Council 21/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
13/02/18 NEW ITEM	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 21/02/18 as part of budget setting process	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council
13/02/18 <i>(Deferred from 24/10/17)</i>	Suffolk Pilot Scheme for 100% Business Rates Retention 2018/2019 As part of the 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 of 100% business rates in 2018/2019, which had previously been agreed to progress under Officer delegated authority. This will also be considered by SEBC's Cabinet.	Not applicable	(R) - Council 21/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	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
13/02/18	Budget and Council Tax Setting 2018/2019 The Cabinet will be asked to consider the proposals for the 2018/2019 budget and Medium Term Financial Strategy, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) - Council 21/02/18	Cabinet/ Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with recommendations to Council
03/04/18 <i>(Deferred from 13/02/18)</i>	West Suffolk Information Strategy The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee and recommend to full Council, approval of a West Suffolk Information Strategy, which had been jointly produced with St Edmundsbury Borough Council.	Not applicable	(D)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	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 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
03/04/18 NEW ITEM	Review of West Suffolk's Homelessness Strategy 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. 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.	Not applicable	(KD)	Cabinet	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbcc.gov.uk	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the Overview and Scrutiny Committee to Cabinet
03/04/18 (Deferred from 14/11/17)	West Suffolk Councils' Lettings Policy Cabinet will be asked to consider and approve the revised West Suffolk Councils' Lettings Policy (based on the joint policy agreed by the Cambridge	Not applicable	(D)	Cabinet	Sara Mildmay-White West Suffolk Lead for 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
	Sub-Regional Partnership). This will also be considered by St Edmundsbury Borough Council's Cabinet.							
03/04/18 <i>(Deferred from 27/02/18)</i>	West Suffolk Civil Sanctions Policy Under the Housing and Planning Act 2016, local authorities have been given new powers to impose a civil sanctions as an alternative to prosecution for certain housing offences. The Cabinet will be asked to 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 SEBC.	Not applicable	(KD) in part, for approval of new policy. Recommendations to Council (25/04/18) for providing new delegated powers to Officers	Cabinet/ Council	Lance Stanbury Planning and Growth 07970 947704 Sara Mildmay-White West Suffolk Lead for Housing 01359 270580 Sara.mildmay-white@stedsbcc.gov.uk	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Andy 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
03/04/18	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Cabinet	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet, with exempt Appendices
15/05/18	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	Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 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 DEFINITIONS

Key decisions are:

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

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

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

(b) Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, Fenland District Council, Forest Heath District Council, Suffolk Coastal District Council, St Edmundsbury Borough Council and Waveney District Council) (Membership: one Member/two Substitutes per Authority)

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Classen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry (Chairman)	Cllr Ian Houlder	Cllr Bruce Provan (Vice Chairman)
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

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

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

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

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

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

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

Please return this form to the:

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

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013
 Updated: June 2014 (Revised West Suffolk Strategic Priorities)
 Updated: March 2015 (Amended as a Joint Form)

Overview and Scrutiny of Committee



Title of Report:	Work Programme Update	
Report No:	OAS/FH/18/003	
Report to and date:	Overview and Scrutiny Committee	11 January 2018
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 2018 (Appendix 1).	
Recommendation:	Overview and Scrutiny Committee: It is <u>RECOMMENDED</u> that: 1) Members review the current status of its Work Programme up until April 2018. 2) Identify 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 8 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 (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
8 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.
Barley Homes Group Limited	Lead Portfolio Holder - Housing	To scrutinise the Annual Report of Barley Homes Group Limited
West Suffolk Lettings Policy	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Lettings Policy.
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.
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		
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. <i>(Section 19 of the Police and Justice Act 2006)</i>
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.

To be programmed during 2018

- *The Home of Horseracing, Newmarket (Extraordinary Meeting)*
- *Universal Credit (June 2018)*

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>	<p>November 2017</p> <p>January 2018</p> <p>March 2018</p>