

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda									
Date:	Thursday 19 April 2018									
Time:	6.00 pm									
Venue:	Council Chamber District Offices College Heath Road Mildenhall									
Full Members:	<p style="text-align: center;">Chairman Simon Cole</p> <p style="text-align: center;">Vice Chairman Ruth Bowman J.P.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"><u>Conservative Members (8)</u></td> <td style="vertical-align: top;">Chris Barker John Bloodworth Ruth Bowman Rona Burt</td> <td style="vertical-align: top;">Simon Cole Brian Harvey Christine Mason Nigel Roman</td> </tr> <tr> <td style="vertical-align: top;"><u>West Suffolk Independent Members (1)</u></td> <td style="vertical-align: top;">David Palmer</td> <td></td> </tr> <tr> <td style="vertical-align: top;"><u>UKIP Member (1)</u></td> <td style="vertical-align: top;">Reg Silvester</td> <td></td> </tr> </table>	<u>Conservative Members (8)</u>	Chris Barker John Bloodworth Ruth Bowman Rona Burt	Simon Cole Brian Harvey Christine Mason Nigel Roman	<u>West Suffolk Independent Members (1)</u>	David Palmer		<u>UKIP Member (1)</u>	Reg Silvester	
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<u>West Suffolk Independent Members (1)</u>	David Palmer									
<u>UKIP Member (1)</u>	Reg Silvester									
Substitutes:	Named substitutes are not appointed									
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.									
Quorum:	Three Members									
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk									

Public Information



Forest Heath
District Council

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

Agenda

Procedural Matters

Part 1 - Public

- 1. Substitutes**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 8**

To confirm the minutes of the meeting held on 8 March 2018 (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. Monitoring Community Safety Activities Including Western Suffolk Community Safety Partnership** **9 - 18**

Report No: **OAS/FH/18/010**
- 7. Car Parking Annual Update** **19 - 24**

Report No: **OAS/FH/18/011**
- 8. Review of Bury St Edmunds Christmas Fayre - Scoping Report** **25 - 30**

Report No: **OAS/FH/18/012**
- 9. Work Programme Update** **31 - 36**

Report No: **OAS/FH/18/013**

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 8 March 2018** at **6.00 pm** in the **Council Chamber**, at the **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
Christine Mason

David Palmer
Nigel Roman
Reg Silvester

By Invitation:

Stephen Edwards, Cabinet Member for Resources and Performance
Sara Mildmay-White, Lead Cabinet Member for Housing

Also in attendance:

Aidan Dunn, Assistant Director Strategic Finance and Head of Procurement (Suffolk County Council)
Davina Howes, Barley Homes Director (St Edmundsbury B.C.)
Simon Phelan, Barley Homes Director (Forest Heath District Council)

203. **Substitutes**

There were no substitutes declared.

204. **Apologies for Absence**

Apologies for absence were received from Councillor Rona Burt.

205. **Minutes**

The minutes of the meeting held on 11 January 2018, were confirmed as an accurate record and signed by the Chairman.

206. **Public Participation**

There were no questions/statements from the public.

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

The Chairman attended Cabinet on 13 February 2018, and presented the Committee's report on items it considered on 11 January 2018, which was duly noted.

208. **Annual Presentation by the Cabinet Member for Resources and Performance**

[The Chairman of the Committee agreed for this agenda item to be brought forward]

The Committee was reminded that on 16 March 2017, it had received a presentation from the Cabinet Member for Resources and Performance, setting out responsibilities covered under his portfolio.

At this meeting, the Cabinet Member had been invited back to provide his annual update, and Report No: OAS/FH/18/006 set out the focus of the update.

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

- 1) **Procurement:** How does the Council's procurement procedure protect us from doing business with companies like Carillon? *(for example: if you require 3 quotes for someone big, then often there are very few companies that size that can quote, but how financially healthy are they?)*
- 2) **ICT:** Will members be consulted on what they would like to see in terms of ICT offerings in 2019, and when will that happen?
- 3) **ICT:** What is the total IT budget, and what IT services does the council supply to each Department (ITIL Service Library List)?
- 4) **ICT:** How much of each IT service, does each department consume?
- 5) **ICT:** How much does it cost to provide each IT service?

Councillor Stephen Edwards opened his presentation by thanking the Committee for the invitation to address them on progress made within his Portfolio since March 2017.

The Committee asked a number of follow-up questions relating to procurement and ICT, to which comprehensive responses were provided.

In response to a question raised, the Assistant Director (Resources and Performance), explained that the current budget allowed for changes in IT which the Council was aware of, and took into account hardware technology changes such as an annual provision for ICT kit refresh. However, if there

was significant investment required for a software change or investment which was not budgeted for, then a Business Case would be developed to explore options.

Discussions were also held on Treasury Management, in particular the Solar Farm. Members questioned whether the Council has had to borrow any money at this stage in relation to the Solar Farm. In response the Cabinet Member advised that the Council had not yet borrowed any money externally, it was being funded internally. The Solar Farm was generating an additional treasury benefit of £150k per annum, which was going into the Council's reserves to mitigate against future interest rate risk. The Assistant Director (Resources and Performance) explained that Treasury Management reports would be changing in how they are presented to the Performance and Audit Scrutiny Committee to recognise the move towards a borrowing authority.

The Chairman of the Committee thanked the Cabinet Member for the level of detail provided to each of the questions provided by the Committee, in particular ICT, and suggested that the Council should maintain and update these figures on an annual basis, as it would help to plan for ICT costs in the future when we become one council.

There being no decision required, the Committee **noted** the contents of the annual Portfolio Holder update.

209. **Barley Homes Group Ltd Annual Report 2018**

[Councillor Brian Harvey declared a non-pecuniary interest as Forest Heath's representative on the Barley Homes Shareholders Advisory Group. For this item only, Councillor Harvey was representing the Shareholder Advisory Group, and was not acting as a member of the Overview and Scrutiny Committee]

Prior to the report being presented Councillor Sara Mildmay-White, Lead Cabinet Member for Housing and a St Edmundsbury Borough Council representative on the Barley Homes Shareholder Advisory Group (SAG) introduced two of the Directors from Barley Homes, Davina Howes and Simon Phelan for the West Suffolk Council's, Councillor Brian Harvey, Forest Heath's representative on SAG and Aidan Dunn, Assistant Director (Strategic Finance) and Head of Procurement at Suffolk County Council (SCC), who supported SCC in operating Barley Homes.

Councillor Sara Mildmay-White then presented Report No: OAS/FH/18/004, which provided the opportunity for Members to note the Barley Homes' Annual Report 2018 and the SAG's view and recommendations, and to provide any additional comments to inform the preparation of Barley Homes next Business Plan, which would be brought to the Overview and Scrutiny Committee in the summer.

Attached at Appendix A to the report was the Annual Report of Barley Homes (Group) Limited, the company established jointly with Forest Heath District Council (FHDC), St Edmundsbury Borough Council (SEBC) and Suffolk County Council (SCC) to build open market housing for sale, housing for private rent and affordable housing. The Annual Report (Appendix A) presented the

position from a Barley Homes perspective, and the covering report provided the perspective from both FHDC and SEBC's viewpoint, as joint owners (shareholders) of Barley Homes.

The covering report also included information on the current progress made against the agreed Barley Homes Business Plan; key challenges and achievements; and a number of recommendations on the way forward, which the Overview and Scrutiny were asked to consider, such as:

- SAG welcomed any feedback from the Scrutiny Committee on how to improve communications so as to keep all members better informed moving forward.

The Committee expressed concerns regarding the deliverability of the Barley Homes five-year business plan, given one of the four initial development sites had been removed from the business plan, (Wamil Court, Mildenhall), because Suffolk County Council (SCC), a shareholder in Barley Homes took a decision to sell the site on the open market, securing a higher price. Although the property had been offered to Barley Homes, the offer they were able to make based on the assessed future development was not acceptable to SCC.

Aidan Dunn, Assistant Director (Strategic Finance) and Head of Procurement, explained in detail the history behind Wamil Court, Mildenhall, which went back to the original business plan and the Care UK's contract for the renewal of the care home, and the need for SCC to maximise the cash receipt for the site when Care UK returned it back to SCC in 2014. Barley Homes was asked to provide their best market value price for the site, however SCC found a buyer who were prepared to pay three times more than what Barley Homes could offer.

Following concerns being raised about this sale by the West Suffolk partners, SCC had taken stock of the situation and was now looking at what it wanted as a partner of Barley Homes and stated that SCC was now much more open minded to the bigger picture and not just focused on maximising profits and land receipt sales by being more flexible in how it interpreted market value and pushing for policy compliance.

All partners were now looking at the original assumptions in the original business plan when Barley Homes was established, as these were considered to be too restrictive, and it had become apparent that further work was required with Barley Homes to establish new assumptions and greater flexibilities. SCC wanted houses to be built on the two sites it owned as set out in the Business Plan and it would offer the sites to Barley Homes in the first instance. However, if the sites were not viable for Barley Homes, then SCC would consider selling those sites to another buyer.

The Assistant Director (Resources and Performance) explained that the market valuation was a subjective issue, depending on the intentions of the purchaser.

The Committee questioned what needed to be done next to make sure that Barley Homes was a success. In response, member were informed that

Barley Homes was currently working hard to progress the three remaining sites set out in the current business plan to ensure that they worked and delivered against the timeline set out in Appendix A.

Officers reiterated that all council leaders were fully committed and wanted Barley Homes to be a success. Conditions in the housing market had changed since the first business plan was prepared, and given the need to maintain schemes that were policy compliant, a revised business plan would need to be brought forward that still achieved a profitable outcome for the business.

In response to a question raised on the financial figures, the Committee was informed that the figures set out in Appendix 2 of the Annual Report were a snapshot in time up to the end of January 2018, and the full set of accounts would be available at the end of the financial year. Officers explained the costs incurred to date, and that costs would be charged back to the individual schemes in getting sites ready to the point of submitting planning applications.

Discussions were also held on viability challenges at Development Control meetings, achieving development management policy compliance, and Section 123 obligations (land disposal best value considerations), whether social costs could be included as part of the sale of land including timeframes, and the definition of affordable housing to which responses were provided.

Aidan Dunn reiterated that SCC wanted the joint venture to work and the SCC Leader was committed to Barley Homes.

The Chairman of the Committee summed up by stating that he had been concerned about the political pressures, the volatility of the relationship between the partners, and the learning curve which the partners had gone through. However, he was pleased to see that SCC had learnt something from the process, and was encouraged by Aidan Dunn's comments throughout the meeting.

Councillor Nigel Roman moved the recommendations, these were duly seconded by Councillor John Bloodworth and with the vote being unanimous, it was:

RESOLVED: That

- 1) The Annual Report 2018 for Barley Homes (Group) Limited, attached as Appendix A to Report No: OAS/FH/18/04, and the progress made to date be noted.
- 2) The Barley Homes Shareholder Advisory Group's views and recommendations set out in Report No: OAS/FH/18/004, to address the current challenges, be noted.
- 3) The Barley Homes Revised Business Plan be referred back to the Overview and Scrutiny Committee in July/September 2018, along

with the full year-end set of accounts to enable the Committee to assess further progress being made.

[Councillor Ruth Bowman left the meeting at 6.45pm on the conclusion of the voting on this item]

210. **Lettings Policy**

The Lead Cabinet Member for Housing, Councillor Sara Mildmay-White presented Report No: OAS/FH/18/005, which advised the Scrutiny Committee on proposed revisions to the Lettings Policy. Revisions were required as a result of recent case law and to ensure that the Lettings Policy was compliant with the requirements of the Homelessness Reduction Act 2017 which comes into force on 3 April 2018.

She explained that this was a revised interim policy to ensure the Council was legally compliant and that a full review of the Lettings Policy would be carried out later in the year and brought back to the Committee for further scrutiny.

Attached at Appendix 1 to the report was the revised Lettings Policy, which included the proposed changes, and was also summarised in paragraph 1.1.8 of the covering report.

The Committee scrutinised the report in detail and asked questions to which responses were provided.

Detailed discussions were held on the revised Lettings Policy, paragraph 4.6 (c) - "urgent health and safety risk" and sought clarification on its meaning, and questioned whether it covered action to be taken with the landlord. Officers explained that detailed actions would not be set out in the Lettings Policy, as this was covered under a separate piece of housing legislation. Also the Lettings Policy referred to registered housing providers and not private landlords.

Councillor Brian Harvey moved the recommendation, this was duly seconded by Councillor Reg Silvester and with the vote being unanimous, it was:

RECOMMENDED

That the Revised Lettings Policy, attached as Appendix 1 to Report No: OAS/FH/18/005, be approved.

211. **West Suffolk Information Framework - Report from the Joint Task and Finish Group**

[Councillor Brian Harvey left the meeting at 7.05pm, prior to the Committee discussing and voting on this item. However, before leaving the meeting he informed the Committee that he was a member of the Joint Task and Finish Group and fully supported the West Suffolk Information Framework]

The Committee received Report No: OAS/FH/18/007, which updated members on the work carried out by the Joint Scrutiny Task and Finish Group

with St Edmundsbury Borough Council in developing a proposed West Suffolk Information Framework.

On 20 April 2017, the Overview and Scrutiny Committee recommended that a West Suffolk Information Framework Joint Task and Finish Group (the Group) be set up to scrutinise and shape the development of an Information Strategy for West Suffolk Councils'. The Group included two members from both Forest Heath District Council (Councillors Simon Cole and Brian Harvey) and two from St Edmundsbury Borough Council (Councillors John Burns and Clive Springett).

In the early stages of the process the Group agreed that the document should become a Framework, rather than a Strategy, reflecting the focus on Data and Information and the councils Vision and Objectives regarding its usage, and that a subsequent ICT Strategy would focus on the delivery of the Technology Architecture to support the Framework.

Attached at Appendix A to the report was the Draft Information Framework, which sought the Committee's input following the work of the Group. The framework was a first for West Suffolk Council's and represented a revised approach to data and the way we use it. The framework provided a high level summary of the council's current position and proposed an approach that sought to maximise data assets through aligning data across West Suffolk Councils' and its partners to improve the services provided across the Councils'.

The Committee was advised that draft document would be proof-read, formatted and designed, including the addition of photographs (where applicable) in advance of final publication.

The Committee considered the report and thanked members of the Joint and Finish Group and officers on their work in developing the West Suffolk Information Framework.

Councillor John Bloodworth then moved the recommendation, this was duly seconded by Councillor Christine Mason and with the vote being unanimous, it was:

RECOMMENDED:

That the Draft West Suffolk Information Framework, attached as Appendix A to Report No: OAS/FH/18/007, be approved.

212. Work Programme Update

The Committee received Report No: OAS/FH/18/008, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018-2019 (Appendix 1).

The Chairman then informed Members that an Extraordinary meeting of the Committee had now been arranged to enable the Committee to look at the National Horseracing Museum. This would take place on Monday 16 April 2018 at the National Horseracing Museum, commencing at 6pm, with a tour

of the museum arranged for members of the Committee to take place at 5pm.

The Committee considered its forward work programme, and noted from earlier discussions that a revised Barley Homes Business Plan would be presented to the Committee in July/September 2018.

There being no decision required, **noted** the current status of its work programme, including the additional Barley Homes item programmed for July/September 2018.

213. Exclusion of Press and Public

See minute number 214 below.

214. Exempt Appendix A - Annual Presentation by the Cabinet Member for Resources and Performance

The Overview and Scrutiny Committee considered Exempt Appendix A to Report No: OAS/FH/18/006 under Agenda Item 8, however no reference was made to specific detail and therefore this item was not held in private session.

The Meeting concluded at 7.15pm

Signed by:

Chairman

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Monitoring Community Safety Activities including Western Suffolk Community Safety Partnership	
Report No:	OAS/FH/18/010	
Report to and date:	Overview and Scrutiny Committee	19 April 2018
Portfolio holder:	Councillor Robin Millar Portfolio Holder for Families and Communities Tel: 07939 100937 Email: Robin.millar@forest-heath.gov.uk	
Lead officer:	Davina Howes Assistant Director – Families and Communities Tel: 01284 757070 Email: Davina.howes@westsuffolk.gov.uk	
Purpose of report:	To update the Committee on community safety activity in West Suffolk including the Western Suffolk Community Safety Partnership (WSCSP) from April 2017 to March 2018.	
Recommendation:	Overview and Scrutiny Committee: It is <u>RECOMMENDED</u> that members consider and discuss the information outlined in this report.	
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:	The annual monitoring report draws on information from partner agencies relation to community safety issues. Due to the sensitivity some information remains restricted.	

Alternative option(s):		Not required	
Implications:			
Are there any financial implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Funding for Domestic Homicide Reviews (DHRs): A decision was agreed through the Strong and Safe Communities Group (SSCG), the DHRs will be funded equally by the statutory partners of the CSP in the area where the review is being conducted. Funding for ECINS (case conferencing management system): A decision was agreed through the SSCG that Suffolk local authorities will contribute £2000 per year; 2017-2018 and 2018-2019 to enable ECINS to continue to be use. This has been included in existing budgets. The Police Athena IT platform was planned to be operational from April 2018, however this timeline has slipped and the use of ECINS has been extended to cover the time delay, resulting in further financial support required from each authority which will be found from existing budgets 	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <ul style="list-style-type: none"> Community Safety Partnerships are statutory bodies and are required to carry out a number of statutory duties. Section 17 of Crime and Disorder Act 1998 requires local authorities to consider crime and disorder in all their functions. 	
Are there any equality implications? If yes, please give details		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*

Strength of partnership working is lost due to changes and reorganisation of key statutory partners.	High	Review role of partnership working and ensure all key partners have a key responsibility.	Medium
Return to silo working within partners and withdraw from engagement.	Medium	Members and leadership team to encourage and embed partnership working in all areas of business for the council(s)	Low
Ward(s) affected:		All wards across Forest Heath	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		The Police and Crime Commissioner Plan (2017-2021): www.suffolk-pcc.gov.uk	
Documents attached:		Appendix A – Western Suffolk Community Safety Partnership Project Plan 2017-2018	

1. Key issues and reasons for recommendation(s)

1.1 Western Suffolk Community Safety Partnership

1.1.1 Over the past year, the Western Suffolk Community Safety Partnership (WSCSP) continued to meet and discharge its statutory duties by:

- Carrying out an assessment of crime and disorder in the area
- Continuing to deliver the three plan and action plan to reflect the priorities of the partnership
- Carrying out Domestic Homicide Reviews as and when required

1.1.2 In May 2016, the WSCSP considered its priorities for 2017-2018.

Based on the outcomes from a partnership workshop the following priorities were identified as the focus for the WSCSP;

- Supporting vulnerable people from becoming targeted by criminals from out of the county. This includes victims of substance misuse, drug dealing and supply, vulnerable adults at risk of 'cuckooing', young people being used to 'run' drugs and sexual exploitation.
- Violence against women and girls. This includes domestic abuse, sexual violence, modern day slavery, sexual exploitation.
- Emerging issues, including rural crime, homelessness and street begging, E safety, hate crime and Prevent.
- Domestic Homicide reviews including ensuring that the WSCSP continues to carry out effective reviews, refines processes and shares learning.

1.1.3 The council continues to support the police in relation to the targeting of vulnerable people targeted by criminals. In particular, cases are discussed at both the Anti-Social Behaviour meeting and the Housing Forum. It is recognised that the criminals adapt their behaviour and that the issues involved are complex.

1.1.4 The Police, Suffolk County Council and district councils across Suffolk are developing both an overarching plan, and local responses to the issue of drugs and criminal gangs, known as 'County Lines'. Local priorities will be developed which in turn will be adopted by CSPs and a local action plan implemented (see section 1.2.3 – 1.2.6 below for further information).

1.1.5 Domestic Homicide Reviews (DHRs): WSCSP has completed a DHR for the Babergh area in respect of an incident which occurred in November 2014. The report was commissioned by the WSCSP and compiled by an independent chair. The report was published in October 2016, following approval by the Home Office.

1.1.6 An action plan relating to the recommendations in the report has been monitored throughout 2017-2018 by the WSCSP. All actions were completed to the satisfaction of the partnership in January 2018. The Home Office has been notified.

1.1.7 Over the past 12 months the WSCSP have been informed of three further potential DHRs in the Mid Suffolk/Babergh area:

- Mid Suffolk: Incident occurred in February 2017 with a formal request to conduct a DHR received in March 2017. The DHR report and action plan was completed and sent to the Home Office in December 2017. The WSCSP are awaiting Home Office decision and the outcomes of the review was discussed by the WSCSP in March 2018. The action plan will be instigated and monitored by the WSCSP until complete.
- Mid Suffolk: Incident occurred December 2017. The DHR is progressing.
- Mid Suffolk: Incident occurred in November 2017 and following a police investigation was not deemed a DHR. However the WSCSP is considering the benefits of a "light touch" review to be conducted by Suffolk County Council and this was discussed at the WSCSP meeting in March 2018.

1.2 Strong and Safe Communities Group

- 1.2.1 The Strong and Safe Communities Group continues to meet and is chaired by Ian Gallin. Representatives from a number of organisations attend the meeting including: seven borough and district councils, Suffolk County Council, Suffolk Police, Suffolk Police and Crime Commissioner, Suffolk NHS, Clinical Commissioning Groups, Probation and Suffolk Fire and Rescue.
- 1.2.2 The group focusses on a number of key areas: The current work streams are: (i) violence against women and girls (VAWG), also encompassing domestic abuse, (ii) sexual violence and sexual exploitation, (iii) County Lines and (iv) youth gangs and violence.
- 1.2.3 VAWG: A countywide VAWG strategy is currently being drafted and will form the basis of a countywide action plan. To date a number of projects have been commissioned and partnership work is continuing to tackle violence against women and girls, including:
- Domestic Abuse Link Worker: will work within the West Suffolk Housing Team and offer support and advice to victims of domestic abuse when present as homeless. The post is hosted by Anglia Care Trust and funded by the government.
 - Specialist Domestic Abuse Refuge -Through a successful funding bid to government, Suffolk County Council and the seven district and borough councils are piloting a project to make 23 bed spaces available across Suffolk for victims of Domestic Abuse available for women who are not eligible for support through the existing refuges. Five beds are located in West Suffolk. There is also a bed space available for a female victims who have no recourse to public funds
 - West Suffolk Domestic Abuse Forum: meet on a bi monthly basis and cover the whole of West Suffolk. Supported by partners across a range of services.
 - Target Hardening - a pooled pot of funding from a range of statutory partners has been established. This will be managed through the Safe

Partnership who will conduct security and fire risk assessments and undertake any necessary security measures. This service will commence in April 2018. Referrals will be through the commissioned Independent Domestic Violence Advisors service.

- Additional support for specialist services: Through the West Suffolk Community Chest grant scheme we have supported the following services within West Suffolk:
 - Survivors in Transition – to provide sexual abuse support services within St Edmundsbury.
 - Suffolk Rape Crisis – to provide a counselling service within St Edmundsbury.
 - Women’s Aid – to provide training to staff in order to establish a family support project within St Edmundsbury.
 - Fresh Start New Beginning – to provide sexual abuse support services (for young people) within Forest Heath.

1.2.3 Youth Gangs and Violence including county lines: This work is being led by the Youth Offending service in conjunction with partners across Suffolk. Initially the focus has been on Ipswich which has an urban street gang culture with associated County Lines. County lines refers to the number of identified mobile ‘phone lines’ which are managed by those involved in organised crime groups from out of the area for the purposes of establishing and running drugs markets in market towns. Of those targeted, in terms of running/dealing drugs, many are vulnerable or are young people. It is closely associated with gang formation and turf wars and escalating violence.

1.2.4 A partnership strategy is in place and underway for Ipswich and this has been used as the template for a county wide strategy. Local partners including youth offending service, Police, and West Suffolk councils are already meeting to refine the strategy to reflect the nature of the issues in this area.

1.2.5 Whilst the west of Suffolk is seeing the rise in prevalence of county lines, (Bury St Edmunds, Haverhill, Newmarket and Stowmarket in particular), the issue around gang violence, involving young people, is at a much lower level than that in Ipswich. Those young people already involved are being managed through children and young people’s service and youth offending services.

1.2.6 It is in the preventative space that the new work will be initiated. This will feature in the WSCSP action plan as this will provide the local response approach with and through our communities and will be the most effective. This was formalised at the WSCSP meeting in March 2018.

1.3 Anti-Social Behaviour (ASB)

1.3.1 The multi-agency ASB group continues to meet fortnightly in the St Edmundsbury area.

1.3.2 The group considers only high risk (as identified by a risk assessment matrix), repeat and/or vulnerable victims and each case is managed through the shared case management system. All West Suffolk council services refer cases to this

meeting where use of ASB legislation is considered. In 2017 -2018 two community protection notices have been issued by West Suffolk councils in the Bury St Edmunds area.

- 1.3.3 ASB which is not assessed as high risk, can be referred by members of the community, Police or councillors. This information is passed to the relevant Families and Communities Officer who works with the community and partners to resolve issues in the first instance or move to refer to the ASB group to consider the use of enforcement legislation.

1.4 Public Space Protection Orders (PSPOs)

- 1.4.1 On 1 October 2017 PSPOs were introduced in Newmarket and Brandon town centres to combat alcohol related. These orders will remain in place for a period of up to three years after which time they will be reviewed.
- 1.4.2 No actions have been taken with the PSPO area in Newmarket or Brandon.
- 1.4.3 Work is continuing, in partnership to look at best practice from around the country, to initiate alternative giving mechanisms for the public who want to support those who are rough sleeping.
- 1.4.4 Whilst some members of the public will always wish to give money or provide food or drinks directly to those who are begging, we are aiming to give a positive message around re-directing that giving, to support the charities and organisations who can provide more sustainable solutions. It is important to be aware that many people who are begging in the town are not actually homeless.
- 1.4.5 It should be noted that West Suffolk homeless prevention team are well sighted on those who are on our street and the Rough Sleeper liaison officer maintains regular contact with them and works with them to find more permanent solutions to their rough sleeping. Two further outreach posts have recently been recruited.

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Western Suffolk Community Safety Partnership Plan 2016-19

The Western Suffolk Community Safety Partnership (WSCSP) is a statutory body with a responsibility to:

- Make an assessment of community safety issues
- Produce a plan which responds to those issues
- Review and report on progress against that plan
- Carry out Domestic Homicide Reviews

The partnership is made up of statutory representatives from local councils in St Edmundsbury, Forest Heath, Mid Suffolk and Babergh, Suffolk Police, Registered Social Landlords, Suffolk County Council, Probation, Rehabilitation company and the Clinical Commissioning Group. The Youth Offending Service and Havebury Housing Partnership are long-serving co-opted members.

The WSCSP works to support community/voluntary groups to secure funding to deliver projects/initiatives which meet an identified community safety issue, which are a threat or risk or will cause the greatest harm to the community.

How does this work?

WSCSP has a duty to consider the more strategic overarching issues which are affecting community safety in Western Suffolk. These are issues which may not affect our communities on a day to day basis, but are a threat to overall safety in Suffolk and undermine families and communities. These will be identified by making an assessment of crime and community safety in partnership with Suffolk County Council and Suffolk Police.

Who we will work with?

In addition to the statutory agencies of the partnership working together, we also have strong links with the following groups;

Police and Crime Commissioner (PCC) : The PCC is fully supportive of CSPs and their work and in turn, CSPs have a duty to take due regard of the Police and Crime Commissioner's Police and Crime Plan. The WSCSP plan reflects those issues in the PCP which result in producing the greatest threat, risk and harm to our communities.

Strong and Safe Communities Group (SSCG): This group was commissioned by the Health and Wellbeing Board and works with the Community Safety Partnerships; it does not replicate or duplicate what is already happening. Community safety is a key determinant for health and wellbeing and this tactical county wide group has been developed with an aim to give a light touch coordinated response, with a view of getting a better understanding of the whole picture in community safety, drawing agendas together, identifying gaps and responding.

Priorities for WSCSP

A strategic assessment has been undertaken. This is an assessment of all crime and disorder and substance misuse problems that Western Suffolk faces. This assessment assists with the most effective use of available resources in a way which will have the greatest impact on the most relevant problems. It is not intended that the issues identified are the ONLY issues which are addressed throughout the year, but that the issues highlighted are prioritised when resources are available for allocation.

The following data sources have been used to determine this assessment:

- Crime and Disorder data and reports from Suffolk Police
- Ambulance call out data
- Substance misuse data from Public Health England
- Iquanta performance data

Open source research has also been undertaken where relevant to identify emerging national policy developments.

The following priority areas of work have been identified as the focus for the WSCSP:

- 1) Supporting vulnerable people from becoming targeted by criminals from out of the county. This will include victims of substance misuse, Drug dealing and supply, vulnerable adults at risk of 'cuckooing', young people being used to 'run' drugs and sexual exploitation.
- 2) Violence against women and girls. This will include domestic abuse, sexual violence, modern day slavery, sexual exploitation.
- 3) Emerging issues. This could include rural crime, homelessness and street begging, E safety, Hate Crime and Prevent.
- 4) Domestic Homicide reviews. This will include ensuring that the WSCSP continues to carry out reviews, refines processes and shares learning.

The intention is not to duplicate any work that individual agencies may be doing but to understand the relevance to Community Safety for residents in Western Suffolk and maximise the opportunities for coordinating a response and intelligence between agencies in the West.

For further information please contact:

Cllr Robert Everitt, Chair, Western Suffolk Community Safety Partnership

Robert.everitt@stedsbc.gov.uk

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Car Parking Update	
Report No:	OAS/FH/18/011	
Report to and date:	Overview and Scrutiny Committee	19 April 2018
Portfolio holder:	Councillor David Bowman Portfolio Holder for Operations Tel: 07711 593737 Email: david.bowman@forest-heath.gov.uk	
Lead officers:	Cameron Findlay Parking Services Manager Tel: 01284 757413 Email: Cameron.findlay@westsuffolk.gov.uk Mark Walsh Assistant Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk	
Purpose of report:	To update Members on Off Street Parking outcomes and work priorities.	
Recommendation:	Overview and Scrutiny Committee: Members are asked to note the report.	
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:		
Alternative option(s):	N/A	
Implications:		

Are there any financial implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any staffing implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any ICT implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any legal and/or policy implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Are there any equality implications? If yes, please give details		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)
Car parking tariffs are set incorrectly resulting in sub- optimal performance	Medium	Regular consultation should be carried out to provide clear rationale for proposed changes	Low
Town centres adversely affected by tariff changes	Low	Feedback from customers/ Stakeholders and benchmarking information	Low
Ward(s) 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

1.1 This report provides an update of the car parking service across 2017, identifying use by customers and projects undertaken across the year.

1.2 Usage

1.2.1 A total of 720,083 car parking events were recorded in 2017 across all car parks in Newmarket. This figure shows a rise of 3.5% against 2016 and represents an additional 24,514 visitors in the year. As a result, income from parking is predicted be approximately £25,000 higher than budgeted.

1.2.2 Whilst some car parks have shown small decreases and others have shown small increases, the performance at Rous Rd short stay car park has increased by 12.7% representing an additional 28,000 transactions and is the highest increase of all car park events. This can be attributed to increased use by visitors to the adjacent attraction, The Home of Horse Racing.

1.2.3 Long stay parking use increased by 2.6% whilst short stay parking increased by 3.7%

1.2.4 Discounted weekly season tickets were introduced in April 2016 in long stay car parks so we cannot compare sales like for like in 2017, however the offer has been strongly supported with 1,458 sold in 2017. Weekly tickets can be purchased at either the pay and display machine or through our pay-by-phone provider RingGo and this has proved to be the most popular choice.

1.3 Occupancy

1.3.1 Consultants were engaged in summer 2017 to carry out occupancy testing in Newmarket car parks. Detailed surveys were carried out at each car park throughout the week and included Race Days and Market days. Peak occupancy was recorded as being 11:00am on Saturday Race Days when the market also operates in Market Square car park, resulting in the loss of 58 spaces. At absolute peak around 11:00am, the survey established there were 145 spaces available across the car parks which rose to around 200 spaces quickly after mid-day.

Looking ahead, one of the likely known impacts on current parking behaviour would be the potential for vehicle displacement from on street parking to car parks as the result of the introduction of civil parking enforcement. Detailed modelling of this change of behaviour has indicated the likely number of displaced vehicles would be 90 and as it is felt that this is most likely to occur during week days (away from peak on Race Day Saturdays) there will still remain sufficient capacity to meet demand.

In addition, a trips transport model has been run to look at housing growth and car ownership in Forest Heath and East Cambridgeshire area. The results suggested only a minimal impact on town centre car parking (a loss of less than 10 spaces at peak times).

Other possible impacts would be the future development of further Leisure facilities in Newmarket and any relocation of the market from its current site, freeing up 58 spaces on market days. Final plans have not yet been confirmed at this stage but a reasonable and sustainable number of available spaces can be maintained going forward without the provision of additional car parking sites.

- 1.3.2 Below is a table showing peak occupancy rates at Newmarket car parks during non-racing weekdays against racing day Saturdays (Market Square is excluded due to market day closures).

Site	% Occupancy at peak non racing weekday	% Occupancy at peak Racing Saturday
All Saints	47	64
Grosvenor Yard	75	91
Rous Rd	77	96
St Mary's	84	100
Guineas Short Stay	79	95
Guineas Long Stay	77	69

- 1.3.3 The table above excludes Market Square car park given that it is not used on market days and therefore it should be noted that if the market was to be relocated from its current site, a further 58 car parking spaces would be available at peak operating times.

- 1.3.4 The car parking operation in the towns of Mildenhall, Lakenheath and Brandon is more self-regulatory in the absence of charging or restrictions on permitted length of stay parking. Estimated occupancy at these car parks are reported below and identifies no significant issues:

	Average Occupancy
Mildenhall – Recreation CP	60%
Mildenhall – Carters Yard	75%
Brandon – George St	85%
Brandon – Bury Road	80%
Lakenheath	60%

1.4 Issue of Fines

- 1.4.1 A total of 1,714 parking fines were issued in the car parks in 2017 with 2006 being issued in 2016. The car parking service continues to develop an ambassadorial, customer focused approach to service delivery and these figures indicate that the majority of our customers understand and comply with our car parking regulations. Members will be minded that the number of fines issued over the course of both 2016 and 2017 equates to

only 0.1% of our total transactions, reinforcing that almost 99.9% of our customers comply with the regulations.

1.5 Pocket Car Parks

- 1.5.1 The District Council owns six pocket car parks in Newmarket providing 68 spaces which are available for lease to local residents. The cost was reduced in 2016 and usage increased. The number of spaces occupied is up by one space on 2016 and are set out below:

Pocket Car Park	Let Spaces
All Saints	15/16 spaces let
Queen Street	13/13 Full
Queen Street (garage area)	3/3 Full
Granby Street (small)	5/8 spaces let
Granby Street (Friendship House)	14/16 spaces let
Rous Road	7/7 Full

1.6 RingGo Cashless Payment

- 1.6.1 The pay by phone cashless payment system, RingGo, continues to grow. In 2016 a total of 16,655 transactions were made on the system and this increased to 28,057 in 2017 – an increase of 68.4%. This highlights the shift in customers embracing new technology and the convenience and trust in cashless payment. To complement this, and based on proven success elsewhere, 7 pay machines will be converted to enable credit card use and will be installed in April 2018.

1.7 Electric Charging Points

- 1.7.1 Two Electric Charging Points were installed at The Guineas Multi Storey car park in July 2017 for the use of electric/hybrid car users. The electric charging points provide a source of electricity to enable a vehicle to be fully charged within 3-4hrs. Given the authority's commitment to the promotion of green energy, vehicles are not charged for parking but are required to pay a charge for the electricity. Use of the points is being monitored.

1.8 Park Mark

- 1.8.1 As in previous years, the Council's pay and display car parks have been independently inspected by the police and parking specialists. The inspection considers the level of safety, cleanliness, quality of signage, frequency of patrols and uniformed attendants, and maintenance within our car parks. The Borough's car parks have again been recognised for their high quality of management with a Park Mark award.

1.9 Disabled Parking Accreditation

- 1.9.1 This accreditation is a new initiative by the charity Disabled Motoring UK (DMUK) and is managed by the British Parking Association (BPA). Car parks that achieve the DPA demonstrate to their customers that they are committed to creating high quality parking facilities for disabled people. All

Newmarket car parks were assessed in 2017 and all passed.

1.10 Civil Parking Enforcement

1.10.1 In February 2017, Cabinet agreed a business model for the potential transition of on-street parking enforcement in Suffolk from the Police to Local Authorities. Such a change is known as Civil Parking Enforcement (CPE). An outline application has been submitted by Suffolk County Council to Department of Transport with a view to implementing the new enforcement regime on 1 April 2019. We await confirmation from the Department of Transport that the processing and legislative timeline is acceptable given the commitment of resources to Brexit. Work continues across all authorities in Suffolk to ensure that the formal application is submitted this month and that resources needed to implement the scheme are in place.

2. Conclusion and future work streams

2.1 2017 has seen a positive increase in the usage of the car parks that can be attributed to visitors to the Home of Horse Racing attraction. Occupancy levels are no greater than 85% full and has the supply of spare capacity to accommodate displacement from CPE and housing growth looking ahead. Nevertheless, occupancy is constantly under review and as new developments come forward this will be reappraised and capacity identified.

2.2 Priority work streams for the next 12 months include:

- Further sampling and modelling of car park capacity.
- Preparation for the implementation of CPE including consolidation of the Car Parking Order, procurement of resources and recruitment of additional employees, and the development of a communications plan.
- As a pilot for the County and working with SCC, the development of Newmarket Parking Plan that will consider on and off street parking across the town, with a view to identifying further capacity and reviewing parking restrictions.
- Review of current car park charges in order to effectively manage potential demands as a result of implementation of CPE.
- A review of parking provision at Newmarket Leisure Centre.

3. Recommendation

3.1 Members are asked to note the report.

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Review of Bury St Edmunds Christmas Fayre – Scoping Report	
Report No:	OAS/FH/18/012	
Report to and date:	Overview and Scrutiny Committee	19 April 2018
Portfolio holders: (Forest Heath)	Councillor Lance Stanbury Portfolio Holder for Planning and Growth Tel: 07970 947704 Email: lance.stanbury@forest-heath.gov.uk	
(St Edmundsbury)	Councillor Alaric Pugh Portfolio Holder for Planning and Growth Tel: 07930 460899 Email: alaric.pugh@stedsbc.gov.uk	
Lead officer:	Julie Baird Assistant Director, Growth Tel: 01284 757613 Email: julie.baird@westsuffolk.gov.uk	
Purpose of report:	To establish a West Suffolk Joint Task and Finish Group to review the Christmas Fayre.	
Recommendation:	Overview and Scrutiny Committee: It is RECOMMENDED that a Joint West Suffolk Task and Finish Group be established, <u>with four members from the Overview and Scrutiny Committee being appointed</u>, to carry out a review of the Bury St Edmunds Christmas Fayre and to make recommendations for 2019.	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<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"> Paragraph 2.1.4 covers the proposed engagement arrangements for the review 	
Alternative option(s):		<ul style="list-style-type: none"> The option of not reviewing the Christmas Fayre has been considered. However, this would mean that Forest Heath members would not have the opportunity to input to the review which will make recommendations for 2019, at which point the Fayre would be the responsibility of the new Single Council. 	
Implications:			
Are there any financial implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> •	
Are there any staffing implications? <i>If yes, please give details</i>		Yes <input checked="" type="checkbox"/> No <input 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*
The Task and Finish Group are not able to reach conclusions on the future of the Fayre in the timeframe and with the available resources before a West Suffolk decision is needed on what should happen in 2019	Medium	The review is properly resourced, with good quality information provided and appropriate support for engagement and deliberation.	Low
Ward(s) affected:		All West Suffolk wards	
Background papers: <i>(all background papers are to be published on the website and a link included)</i>		2015 review of the Christmas Fayre: Cabinet report OAS/SE/15/016 Recommendations of the Overview and Scrutiny Committee CAB/SE/15/077	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

1.1 Background

1.1.1 The Bury St Edmunds Christmas Fayre has been running since 2004. St Edmundsbury Borough Council organises the event and commits staff and resources to running it. It is currently run as a not-for-profit community event and attracts over 120,000 visitors to Bury St Edmunds over a four day period. As such, it was reported by the National Association of British Markets Authorities in 2015 to be in the top dozen Christmas Markets in the UK in terms of its size and economic contribution.

1.1.2 A formal review of the Fayre was last carried out in 2015 by a Task and Finish Group consisting of 6 members of St Edmundsbury Overview and Scrutiny Committee, who met in August and October 2015 and then reported to Cabinet in December 2015. The review concluded that "St Edmundsbury Council should commit to the Christmas Fayre for the remainder of the current administration" (i.e. May 2019) and made a number of recommendations that have been, or are being implemented.

1.1.3 A further review of the Christmas Fayre is now proposed for the following reasons:

- i) The current commitment to continue with the Fayre only runs until April 2019, so decisions are needed as to what should take place in winter 2019;
- ii) Planning for the Christmas Fayre starts in the preceding year. As such, a decision will need to be made in 2018 for the 2019 Fayre;
- iii) If the event goes ahead as planned, the 2019 Christmas Fayre will be the first to be run by the new West Suffolk Council as opposed to St Edmundsbury Borough Council. For this reason, current members from across West Suffolk need to be involved in the decisions about the future of the Fayre; and
- iv) The new anti-terrorist requirements for large scale events were not in place in 2015 when the previous review was carried out. These requirements have financial and other implications and it would be helpful to consider these alongside a wider review of the Fayre.

2. 2019 Christmas Fayre Review

2.1 It is proposed that a Joint West Suffolk Task and Finish Group be established to carry out a review of the Bury St Edmunds Christmas Fayre to make recommendations to the West Suffolk Shadow Executive in Autumn 2018. This is subject to agreement from St Edmundsbury Borough Council's Overview and Scrutiny Committee who are considering an identical paper at their meeting on 18 April 2018.

2.1.1 Membership

It is recommended that the Joint Task and Finish Group comprises of **eight Members; four from the Forest Heath Overview and Scrutiny Committee** and four from the St Edmundsbury Committee. The Group would be supported by officers, including the Service Manager for Economic Development, Markets Development Officer, Service Manager (Health and Safety) and a Policy Business Partner, and the Portfolio Holders could be part of the Group if invited.

2.1.2 Review period

The review work will be carried out between May and August 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in September, and a report to the Shadow Executive in October 2018. This will allow time for the recommendations to be taken account of before the arrangements for 2019 would need to be set (as things currently stand, dates for Christmas Fayres are set around one year in advance).

2.1.3 Scope

It is proposed that the Review covers a range of issues, as follows:

Principle and ownership	Consider whether West Suffolk Council should continue to support a 4 day Christmas Fayre in Bury St Edmunds from 2019 that is run on a not-for-profit basis and organised directly by the Council.
Vision	Review current vision ("The Bury St Edmunds Christmas Fayre is a fun, festive and inclusive event for all ages. The event is designed to attract visitors and have a positive effect on local people and businesses. The Fayre is provided by St Edmundsbury Borough Council".)
Timing and length	Review dates (currently last weekend in November) and timings and length of event and consider alternative options.
Format and venues	Review current elements of the Fayre (stalls and entertainment and funfair) and the 10 venues used.
Type of stalls	Review current split of stalls (i.e. approx. one third of each of household goods; foods; and personal goods)
Links to wider economy (retail and tourism)	Review the impact on local businesses, both positive and negative.
Transport and accessibility	Review the current transport and accessibility arrangements, including parking; coaches; park and ride; disabled access.
Finance	Review the current financial position of the Fayre (including security costs) and other potential options. Consider the overall cost of the Fayre, including opportunity costs and the indirect

	benefits.
Staffing and volunteers	Review current casual staffing arrangements (employed by SEBC) and volunteers.
Safety and security	Review the anti-terror measures put in place for the 2017 Fayre and note the separate review of health and safety of the 2017 Fayre.
Examples from other places	Consider examples of best practice from other places around the UK and overseas.
Communications and marketing	Review the current arrangements for communication and marketing about the Fayre, and consider alternatives.
Management and Resources	Review the management arrangements in previous years and outline the benefits and costs of alternatives.

2.1.4 It is also proposed that the Joint Task and Finish Group consider progress in implementing the actions agreed in 2015 in the form of a 5-year operational plan for the Christmas Fayre.

2.1.5 **Engagement**

The Joint Task and Finish Group should engage with the following groups and organisations in order to inform their decisions about the future of the Christmas Fayre:

- OurBuryStEdmunds
- Town centre businesses
- Businesses that provide services to the Fayre
- Bury and Beyond Development Management Organisation
- Arc management
- Emergency services

2.1.6 The Group should also take account of the feedback from residents and visitors given through the Christmas Fayre Survey in 2017.

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Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/18/013	
Report to and date:	Overview and Scrutiny Committee	19 April 2018
Chairman of the Committee:	Councillor 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 Rolling Work Programme for 2018-2019. 2) Identifies questions for the Leader of the Council to cover as part of his overall presentation of the Draft West Suffolk Annual Report (2017-2018) on 7 June 2018.	
Key Decision: (Check the appropriate box and delete all those that <u>do not</u> apply.)	<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 Rolling Work Programme 2018-2019	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, following the completion of the work programme suggestion form, and if accepted, are timetabled to report to a future meeting.
- 1.1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action.
- 1.1.3 The current position of the work programme, including Task and Finish Group(s) for 2018 is attached at **Appendix 1** for information.

1.2 Portfolio Holder Annual Presentations

- 1.2.1 At every ordinary Overview and Scrutiny meeting at least one Cabinet Member attends to give an account of his or her portfolio and to answer questions from the Committee.
- 1.2.2 At the Committees meeting on 7 June 2018, the Leader of the Council will be attending to present the Draft West Suffolk Annual Report (2017-2018).
- 1.2.3 The Committee is therefore asked to identify questions for the Leader of the Council 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 2018-2019; and
 - ii) Identify questions for the Leader of the Council to cover as part of his overall presentation of the Draft West Suffolk Annual Report (2017-2018) on 7 June 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
7 June 2018		
Draft West Suffolk Annual Report (2017-2018) and Portfolio Holder Presentation	Leader of the Council	To provide an input to this important document. To also include the annual update from the Portfolio Holder.
West Suffolk Homelessness Reduction Strategy	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Homelessness Reduction Strategy.
Decisions Plan: June 2018 to May 2019	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update and Reappointments to SCC Health Scrutiny	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales. (To re-appoint the Suffolk County Council Health Scrutiny Committee for 2018-2019.
12 July 2018		
Annual Portfolio Holder Presentation	Cabinet Member for Housing	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Barley Homes Group Limited	Cabinet Member for Housing	To consider a revised business plan for Barley Homes and full year-end set of accounts.
West Suffolk Supplementary Planning Document on Affordable Housing	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Supplementary Planning Document on Affordable Housing.
Annual Portfolio Holder Presentation	Cabinet Member for Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Families and Communities Evaluation Report	Cabinet Member for Families and Communities	To provide input and scrutiny into this important document.
Decisions 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.

Description	Lead Member	Details
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.
13 September 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Housing Strategy	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Housing Strategy.
West Suffolk Tenancy Strategy	Lead Portfolio Holder - Housing	To provide input into the West Suffolk Tenancy Strategy.
Universal Credit (Role out in Forest Heath)	Portfolio Holder for Families and Communities	To receive information on the role out of Universal Credit in Forest Heath in December 2018 and lessons learnt from SEBC.
Christmas Fayre Review – Final Report	Cabinet Member for Planning and Growth	To receive the final report on the review of the Christmas Fayre carried out by the Joint Task and Finish Group.
Decisions Plan:	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
8 November 2018		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Annual Car Parking Update	Portfolio Holder for Operations	To receive an annual report on Car Parking in Forest Heath.
Decisions 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.
10 January 2019		
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.
Decisions Plan:	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member	Details
14 March 2019		
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.
Barley Homes Group Limited Annual Report 2019	Lead Portfolio Holder for Housing	To scrutinise the Annual Report of Barley Homes Group Limited
Decisions 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.

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