

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title:	Agenda												
Date:	Wednesday 12 September 2018												
Time:	4.00 pm												
Venue:	Conference Chamber West West Suffolk House Western Way Bury St Edmunds												
Full Members:	<p style="text-align: center;">Chairman Diane Hind</p> <p style="text-align: center;">Vice Chairman Susan Glossop</p> <p><i>Conservative Members (12)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Simon Brown</td> <td style="width: 50%;">Robin Pilley</td> </tr> <tr> <td>Mike Chester</td> <td>Richard Rout</td> </tr> <tr> <td>Patrick Chung</td> <td>Andrew Speed</td> </tr> <tr> <td>Paula Fox</td> <td>Clive Springett</td> </tr> <tr> <td>Susan Glossop</td> <td>Sarah Stamp</td> </tr> <tr> <td>Margaret Marks</td> <td>Frank Warby</td> </tr> </table> <p><i>Charter Member (1)</i> Diane Hind</p> <p><i>Haverhill Indys (1)</i> John Burns</p> <p><i>Independent Member (1)</i> Paul Hopfensperger</p> <p><i>Independent Member (1)</i> Anthony Williams</p>	Simon Brown	Robin Pilley	Mike Chester	Richard Rout	Patrick Chung	Andrew Speed	Paula Fox	Clive Springett	Susan Glossop	Sarah Stamp	Margaret Marks	Frank Warby
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Substitutes:	<p><i>Conservative Members (6)</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Wayne Hailstone</td> <td style="width: 50%;">David Roach</td> </tr> <tr> <td>Jane Midwood</td> <td>Peter Thompson</td> </tr> <tr> <td>Clive Pollington</td> <td>Patricia Warby</td> </tr> </table> <p><i>Charter Member (1)</i> Julia Wakelam</p> <p><i>Haverhill Indys (1)</i> Tony Brown</p>	Wayne Hailstone	David Roach	Jane Midwood	Peter Thompson	Clive Pollington	Patricia Warby						
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Jane Midwood	Peter Thompson												
Clive Pollington	Patricia Warby												
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.												
Quorum:	Six Members												
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk												

Public Information



St Edmundsbury
BOROUGH COUNCIL

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

Personal Information	Any personal information processed by Forest Heath District Council or St Edmundsbury Borough Council arising from a request to speak at a public meeting under the Localism Act 2011, will be protected in accordance with the Data Protection Act 2018. For more information on how we do this and your rights in regards to your personal information and how to access it, visit our website: https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Data Protection Officer.
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Agenda

Procedural Matters

Part 1 - Public

1. Substitutes

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

2. Apologies for Absence

3. Minutes

1 - 6

To confirm the minutes of the meeting held on 11 July 2018 (copy attached).

4. Public Participation

Members of the public who live or work in the Borough are invited to put one question/statement of not more than 3 minutes duration relating to items to be discussed in Part 1 of the agenda only.

If a question is asked and answered within 3 minutes, the person who asked the question may ask a supplementary question that arises from the reply.

A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.

There is an overall limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.

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

6. Annual Presentation by the Cabinet Member for Operations

7 - 16

Report No: **OAS/SE/18/025**

7. Joint Executive (Cabinet) Committee Decisions Plan: October 2018 to March 2019

17 - 34

Report No: **OAS/SE/18/026**

8. Shadow Executive (Cabinet) Decisions Plan: September 2018 to 6 May 2019

35 - 48

Report No: **OAS/SE/18/027**

- 9. Work Programme Update**
Report No: **OAS/SE/18/028**

49 - 54

Part 2 – Exempt

NONE

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Minutes of a meeting of the **Overview and Scrutiny Committee** held on
Wednesday 11 July 2018 at **4.00 pm** in **Conference Chamber, West
Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

Chairman Diane Hind
Vice Chairman Susan Glossop

Simon Brown
John Burns
Mike Chester
Paula Fox

Margaret Marks
Robin Pilley
Clive Springett
Sarah Stamp

Substitutes attending:
Patricia Warby

By Invitation:
Sara Mildmay-White, Cabinet Member for Housing

236. **Substitutes**

The following substitution was declared:

Councillor Patricia Warby for Councillor Richard Rout.

237. **Apologies for Absence**

Apologies for absence were received from Councillors Patrick Chung, Paul Hopfensperger, Richard Rout and Frank Warby.

238. **Minutes**

The minutes of the meeting held on 6 June 2018, were confirmed as an accurate record and signed by the Chairman.

239. **Public Participation**

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

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

The Chairman advised she attended the Joint Executive (Cabinet) Committee on 25 June 2018, and presented the Committee's report on items it considered on 6 June 2018, which was noted. She also reminded members that an Extraordinary Overview and Scrutiny meeting had been arranged for Wednesday 31 October 2018 to receive a follow-up from Suffolk County Council Highways.

She informed members should would be speaking with Councillor Simon Cole, Chairman of Forest Heath's Overview and Scrutiny Committee to look at the possibly of holding an informal joint meeting to receive an update on Barley Homes.

Finally, the Chairman advised she had spoken with officers who attended meetings of the Committee. It was the general concensu they were happy being at meetings of Committee, and waiting to present their agenda item as they were able to work from their electronic devices.

241. **Haverhill Research Park**

The Committee received Report No: OAS/SE/18/020, which updated members regarding the progress in delivering the Haverhill Research Park. Officers had been working on a number of options to help to deliver the Council's vision for high quality jobs to complement the growth in homes locally.

The report including information on the background; strategic links; the vision for the site; Enterprise Zone status; key challenges; the role of the council and next steps.

Whilst considering the information outlined in the covering report, officers also wished to give an exempt verbal presentation on the various options being considered. As there was to be detailed discussion on the various exempt options, which would involve the discussion of commercially sensitive information, it was proposed by Councillor Margaret Marks, seconded by Councillor Clive Springett, and unanimously **RESOLVED** for these discussions to be held in private session (see Minute Number 247 below) and the press and public were then excluded from the meeting.

Following the conclusion of the detailed discussions held in the private session, the press and public were re-admitted to the meeting.

The Committee then **noted** the update report on the current position, and that it was proposed that progress would be reported back through the democratic process in six months' time.

242. **Annual Presentation by the Cabinet Member for Housing**

The Committee was reminded that on 19 July 2017, it had received a presentation from the Cabinet Member for Housing, setting out responsibilities covered under her portfolio.

At this meeting, the Cabinet Member had been invited back to provide her annual update, and Report No: OAS/SE/18/021 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.

The Cabinet Member, Councillor Sara Mildmay-White, thanked the Committee the questions submitted, as set out in the report.

The Committee asked follow-up questions relating to the two submitted questions (policy on building housing and the trend for new homes being sold freehold with ongoing management fees), to which responses were provided.

In response to a question raised regarding the development of the new West Suffolk Local Plan and involving local members in the process, officers advised that members would be a key element in the process to ensure that the new Plan included the right mix of housing for residents in West Suffolk. However, this would be difficult with the National Planning Policy Framework.

Finally, the Cabinet Member for Housing informed members that the Housing Workshop held on Monday 9 July 2018, was very well received. In particular the workshop was looking at accommodation for the ageing population.

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

243. Cabinet Decisions Plan: 1 July 2018 to 31 March 2019

[Councillor Robin Pilley left the meeting at 4.50pm during the consideration of this item].

The Committee received Report No: OAS/SE/18/022, which asked Members to pursue the Cabinet Decisions Plan for the period 1 July 2018 to 31 March 2019, on items it would like further information on or might benefit from the Committee's involvement.

The Committee considered the Decisions Plan and did not request any further information on items contained in the Plan.

There being no decision required the Committee **noted** the contents of the 1 July 2018 to 31 March 2019 Decisions Plan.

244. Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019

The Committee received Report No: OAS/SE/18/023, which informed Members on forthcoming decisions to be considered by the Shadow Executive (Cabinet) for the period 1 July 2018 to 31 March 2019.

The Committee considered the Shadow Executive (Cabinet) Decisions Plan and did not request any further information on items contained in the Plan.

There being no decision required the Committee **noted** the contents of the 1 July 2018 to 31 March 2019 Shadow Executive (Cabinet) Decisions Plan.

245. **Work Programme Update**

The Committee received Report No: OAS/SE/18/024, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018-2019 (Appendix 1).

The Democratic Services Officer (Scrutiny) informed Members of an additional item to be included in its work programme for its meeting on 9 January 2019, being:

- West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy.

The report also requested that Members identify questions they would like the Cabinet Member for Operations to cover in his annual report to the Committee on 12 September 2018.

The Committee considered Appendix 1, and identified the following questions they wished to put to the Cabinet Member for Operations:

- 1) To receive a progress report on the West Suffolk Operational Hub.
- 2) In the longer term, the Haverhill Waste Transfer Station was not included in the West Suffolk Operational Hub, but the contract for the Haverhill Station was up for renewal, and questioned what contingency plans were in place?

Any further questions could be submitted to the Democratic Services Officer (Scrutiny) by Monday 23 July 2018.

Finally, Councillor Margaret Marks raised concerns regarding Barley Homes, to which the Service Manager (Democratic Service/Monitoring Officer) updated members on the current position. The Vice-Chairman then informed the Committee that it was disappointing that these concerns had not been raised directly with the Cabinet Member for Housing who had been in attendance at the meeting, along with a Director of Barley Homes, under Item 7 of the agenda, when she gave her annual update of her housing portfolio, who could have responded to members concerns.

There being no decision required the Committee **noted** the update and the additional item to be included in its forward work programme for January 2019.

246. **Exclusion of Press and Public**

It was proposed by Councillor Margaret Marks, seconded by Councillor Clive Springett, and with the vote being unanimous, it was

RESOLVED

That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as prescribed in Part 3 of Schedule 12A of the Local Government Act 1972.

247. Exempt Presentation (Verbal) - Haverhill Research Park

The Overview and Scrutiny Committee received a presentation setting out a number of options and their associated risks.

Officers would continue to work on to understand the financial implications and risks of each of the options.

Detailed discussions were held on each of the options, to which comprehensive responses were provided.

Once the discussions were concluded in the private session, the meeting then moved back into the open session, where the press and public were re-admitted and the Committee then considered the recommendation contained within the report (see Minute Number 241 above).

The Meeting concluded at 5.20 pm

Signed by:

Chairman

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Annual Presentation by the Cabinet Member for Operations	
Report No:	OAS/SE/18/025	
Report to and date:	Overview and Scrutiny Committee	12 September 2018
Portfolio Holder:	Councillor Peter Stevens Cabinet Member for Operations Tel: 01787 280284 Email: peter.stevens@stedsbc.gov.uk	
Lead officers:	<p>Mark Walsh Assistant Director (Operations) Tel: 01284 757300 Email: mark.walsh@westsuffolk.gov.uk</p> <p>Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk</p>	
Purpose of report:	<p>As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to "challenge" in the form of questions.</p> <p>Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.</p>	

Recommendation:	<p>Members of the Committee are asked to question the Cabinet Member for Operations on his portfolio responsibilities, and having considered the information, the Committee may wish to:</p> <ol style="list-style-type: none"> 1) Make recommendations to the Cabinet Member for Operations for his consideration; 2) Request further information and / or receive a future update. 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></p>	<p><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"/></p>		
Consultation:	<ul style="list-style-type: none"> • N/A 		
Alternative option(s):	<ul style="list-style-type: none"> • N/A 		
Implications:			
<i>Are there any financial implications? If yes, please give details</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any staffing implications? If yes, please give details</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any ICT implications? If yes, please give details</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any legal and/or policy implications? If yes, please give details</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>Are there any equality implications? If yes, please give details</i>		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Risk/opportunity assessment:		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
Risk area	Inherent level of risk (before controls)	Controls	Residual risk (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
Wards affected:		All	
Background papers:		None	
Documents attached:		None	

1. Key issues and reasons for recommendation(s)

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 8 November 2017, Councillor Peter Stevens, Cabinet Member for Operations 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 question(s) identified by the committee members as being relevant to the operations portfolio:

1) Operations: Members have requested an update on the West Suffolk Operational Hub and possible opening date.

2) Operations: In the longer term, the Haverhill Waste Transfer Station is not included in the West Suffolk Operational Hub, but the contract for the Haverhill Waste Transfer Station is up for renewal, and questions whether there are any contingency plans in place?

3) Operations:

i) Several children's play areas had to wait up to a year or more for new play equipment to be installed. The manufacturer changed location of factories which lead to delays both with production and delivery, in many cases parts were missing which lead to further delays. One of the play areas most affected was in Severn Road. The private sector would not have accepted such poor supply and certainly not without penalty. Have we sought or did we obtain financial recompense from Hags? They will say they moved their factory but that was their choice and they should have ensured that there was no disruption.

ii) Will the Council be more "stern" with suppliers in the future as we seek to behave more commercially? Unjustifiable delays should not be accepted.

4) Operations: (*Brown Bin EU Regulations on what can and cannot be put in the brown bins*). There were to be some new regulations, so how does the Council stand on the new regulations and Brexit?

5) Operations: Are there to be any changes to the regulations for Blue and Black Bins?

- 6) Operations:** (Black Bins). What is the % increase in waste since the introduction of the £40 charge for Brown bins?
- 7) Car parking:** What is the latest position on Civil Parking Enforcement (CPE), following the failure of the Minister for Transport to sign the Order to give CPE to Suffolk Council's?
- 8) Cemeteries:** How many years space have we got left for burials and are we taking into account the high % of the ageing population, and what plans have we got to find more burial ground in the local development plan?
- 9) Fleet management:** How soon will the council be introducing electric vehicles?

1.3 **Response to Key Questions Set out in the Scrutiny Focus**

1.3.1 **Operations: Request an update on the West Suffolk Operational Hub and possible opening date?**

Following a period in April and early May which included site enabling works (including archaeology and site establishment) and the discharge of pre-start planning conditions, Morgan Sindall formerly started construction work on site at Hollow Road Farm on Monday 21 May 2018.

An official ground breaking ceremony took place on site on the 3 July 2018.

The long spell of recent dry weather has enabled Morgan Sindall to make the best possible start on initial ground works (removing topsoil, forming levels, constructing drains and retaining walls). These ground works hold some of the highest risk for the construction phase of the project so it is good that the contractor is making such a positive start. Morgan Sindall are currently on programme with scheduled completion in late 2019.

More recent activities have included the piling of building foundations and the forming of the various roadways on the site.

Morgan Sindall and SCC Archaeologists organised an archaeology coffee morning for the project at Gt Barton Village Hall on Monday 16 July 2018 which was well attended.

Morgan Sindall have launched a microsite for the project to advise the local community about the project during the construction phase - <http://www.wsoproject.co.uk/about-the-project/>

The next Community Liaison Group meeting has been scheduled for Friday 28 September 2018 and will include discussions on the plans for offsite water supply, drainage and highways work.

There have so far been no complaints from the community about activities on site.

Our attention is now turning to preparing ourselves for relocating waste, street scene and fleet operations to the new facility and a long list of projects and tasks to enable this to happen efficiently. This will include formulating a detailed plan with our partners, Suffolk County Council, for occupation of the site which is likely to take place in phases from late 2019 into early 2020.

1.3.2 **Operations:** In the longer term, the Haverhill Waste Transfer Station is not included in the West Suffolk Operational Hub, but the contract for the Haverhill Waste Transfer Station is up for renewal, and questions whether there are any contingency plans in place?

The West Suffolk Operational Hub (WSOH) has been designed to have capacity to handle all of West Suffolk's waste, including that from Haverhill and surrounding villages. Capacity has also been designed to take account of projected housing growth for the foreseeable future.

The decision on the future use of the Haverhill Waste Transfer Station is one for Suffolk County Council in consultation with the West Suffolk councils. This decision will be made on the basis of a procurement to determine future waste transfer costs at Haverhill. Once established, these would then need to be considered alongside the cost impact to waste collection in the event that transfer facilities in Haverhill were withdrawn. This 'whole system' approach across both tiers of waste management will ensure that whatever is decided offers the best overall value to the taxpayer.

1.3.3 **Operations: Play areas (delays in new play equipment being installed)**

i) Have we sought or did we obtain financial recompense from Hags?

The play areas are built and are being well used, albeit their delivery was delayed. Under the terms of the contract we had with the supplier there was no recompense owed for the delay in delivery of the new play facilities.

The Council's disappointment at the suppliers delay in delivery was conveyed and the supplier did write to apologise and as a gesture of goodwill provided a number of value added works at no additional cost. These included:

- At Oakes road they re-turfed the site and installed a new bench.
- At Severn Road they installed new gates, a bench and again re-turfed rather than re-seeded the site.

ii) Will the Council be more "stern" with suppliers in the future as we seek to behave more commercial?

We have for some years been utilising a nationally recognised framework for play equipment supply and installation. This procurement model had, until last year run very smoothly and had proven to be a very efficient and effective means of progressing our play area refurbishment programme.

When awarding contracts for play area renewals a significant weighting is given to technical suitability of play equipment (which includes issues such as availability of spare parts and warranties) and user's preference (i.e. what users want to see installed). The chosen supplier had scored highest in both of those fields.

Last year's problems were exacerbated by the fact that the one supplier had won multiple refurbishments Lots in West Suffolk and that supplier then decided to move their manufacturing base which resulted in the delay we experienced.

A framework contract was again used this year for replacements at Strasbourg Square, Tayfen Meadow and York Road all of which were delivered in a timely manner.

There is a finite number of play equipment suppliers. The framework contract route is an effective and efficient means of procurement. The suppliers value their reputation and don't like disappointing customers. There is a strong likelihood that if we introduce penalties for late delivery suppliers will want to cover this risk/liability by increasing their costs which will ultimately be passed on to us as the customer. We have introduced more stringent questions relating to delivery timescales at the procurement stage to reinforce our wish for schemes to be delivered when we want them delivered.

1.3.4 **Operations:** (Brown Bin EU Regulations on what can and cannot be put in the brown bins). There were to be some new regulations, so how does the Council stand on the new regulations and Brexit?

The composting of material which includes any kitchen or catering waste has to comply with the Animal By-Products Regulation (ABPR). This requires that the composting system must meet very strict time, particle size and temperature requirements which require a system of either in-vessel composting or anaerobic digestion. Before processing, this material also needs to be transported and stored under cover.

Garden waste is not suitable for anaerobic digestion but can be in-vessel composted in conjunction with food waste. However, this process is expensive and commands a high processing cost for co-mingled material which is mainly made up of garden waste and has a low food / kitchen waste content.

Pure garden waste can be composted by the much simpler and less expensive 'open windrow' method in the open air. This is effectively a process of storing and turning compostable material on concrete pads whilst it breaks down to form compost.

The current gate fee to open windrow our garden waste is less than £25 / tonne. The median UK gate fee for in-vessel composting in 2017 was £46 / tonne (WRAP Gate Fees Report 2017). We currently collect around 11,000 tonnes of garden waste from cross West Suffolk.

1.3.5 **Operations:** Are there to be any changes to the regulations for Blue and Black Bins?

Recent regulation that will impact on waste collection and disposal is the EU Circular Economy package which became binding on member states from 4 July 2018. Even though the UK is to leave the European Union, the government has already said it is set to adopt the Circular Economy measures into UK law and retain them.

The package of legislation aims to move the treatment of waste further up the waste hierarchy where the value of products, materials and resources is maintained in the economy for as long as possible.

The UK, along with EU member states, will need to meet recycling targets for municipal waste of 55% by 2025 and 65% by 2035. This compares to a target of 50% by 2020 that the UK government and local authorities are currently working to. It is unclear whether these targets will be applied directly on councils or the nation state as is currently the case.

In December, Defra is due to publish a Resources and Waste Strategy which will outline further detail on how the UK government proposes that the requirements of the Circular Economy package will be met. This is likely to include details on food waste, separate collections of textiles and measures to extend Producer Responsibility, whereby the companies that manufacture the items that become waste have a greater responsibility for paying for its collection, reprocessing and disposal.

1.3.6 **Operations:** (Black bins). What is the % increase in waste since the introduction of the £40 charge for Brown bins?

The quantity of residual waste disposed of has increased by approximately 3,800 tonnes (just under 12%). Just under 2% of this increase is attributable to the annual increase due to growth that we experience so the net increase is approximately 10%. This figure is within the estimates made before the introduction of the scheme based upon evidence from other councils moving to a subscription service.

An Overview and Scrutiny Committee Task and Finish Group is currently undertaking a detailed review of the Garden Waste Collection Service and is due to report to respective committees in November.

1.3.7 **Car parking:** What is the latest position on Civil Parking Enforcement (CPE), following the failure of the Minister for Transport to sign the Order to give CPE to Suffolk Council's?

The Department for Transport (DfT) has confirmed that they will not be processing the application to transfer Civil Parking Enforcement responsibilities to Local Authorities in Suffolk in 2018 and as such, a bill will not be laid before Parliament before 1 April 2019. Therefore the transfer of Civil Parking Enforcement responsibilities from the Police Authority to West Suffolk will not happen for the foreseeable future. The DfT will not confirm when the application will be processed as the legislative timetable over the coming years is very likely to change

depending on a number of Brexit circumstances and scenarios. They have suggested that we contact them in the new year for an update. In the meantime, West Suffolk and our partners are considering our response to the DfT, the implications to our on-going implementation plans and to review the resourcing for on-street enforcement in next financial year.

1.3.8 **Cemeteries:** How many years space have we got left for burials and are we taking into account the high % of the ageing population, and what plans have we got to find more burial ground in the local development plan?

St Edmundsbury Borough Council owns and operates two cemeteries: Borough Cemetery (Bury St Edmunds) and Haverhill Cemetery (Haverhill).

Borough Cemetery

Although there are still burials taking place in the pre-purchased grave spaces in Borough Cemetery it is closed to new burials (burials in new graves). Burial provision in the Bury St Edmunds area is currently provided for at Risby Crematorium and has been since 2004.

Haverhill Cemetery

There is an estimated 10 years' worth of burial provision remaining at Haverhill Cemetery. The need to identify a suitable site for future burial provision is referenced in the Haverhill 2031 plan and some initial work to identify potentially suitable sites has been progressed.

1.3.9 **Fleet management:** How soon will the council be introducing electric vehicles?

A very similar question to this was asked and answered at last year's annual presentation by the Cabinet Member for Operations at Overview and Scrutiny Committee (Report No: [OAS/SE/17/029](#) dated 8 November 2017). The situation and response remains very similar to that from a year ago.

Fleet Management has, for several years, been exploring the potential for 'alternative fuels' and technology designed to make vehicles less damaging to the environment.

Over the years several electric vehicles (EV) have been trialled (cars and vans) and, whilst they have all been satisfactory in service, some delivered insufficient travel distance range to suit our needs. However, all have proven to be at a cost which would not give us a rate of return to justify the purchase/lease. Models trialled have included: Nissan Leaf; Smart FourTwo; Toyota Prius; Renault Zoe, Nissan eNV200 (Van).

The council has worked with several companies to explore the potential for hybrid technology fitted to our larger vehicles. This has included Hydraulic Regenerative Braking and technology to provide a 'stop-start' system for refuse trucks. Sadly, to date, none of these technologies have come to market in a viable form but we continue to monitor the development of

this technology for future use and are prepared and willing to trial vehicles that come to the market.

On the light commercial fleet we have in the past invested in two systems. The first was the Connaught Hybrid+ Drive system. This was fitted to one vehicle in 2008 but, sadly, failed in service and the company which provided it folded before it could be sorted.

We later purchased four vehicles (Ford Transit) fitted with the Ashwood Hybrid+ technology. This was a slightly more successful but again did not perform for more than a couple of years without requiring high levels of maintenance. The systems were therefore removed. The company which provided them discontinued the product due to ongoing vehicle design changes which necessitated major re-tooling for their product.

We have trialled a small EV truck which sadly has not given us the performance required to be useful.

The heavy commercial market is still developing with many 'concept' ideas in the pipeline alongside some proven, but prohibitively expensive, 'alternative' fuel systems such as CNG Compressed Natural Gas), LNG (Liquefied Natural Gas), Biomethane etc. Going forward, these will be considered subject to the infrastructure being available to take advantage and ensuring that the investment will provide a return on investment (ROI) for the operation.

It needs to be considered that the average annual mileage for the Councils' light vehicles is around 5,000 which of course means that any cost benefit of new technology has to be quite high to ensure the public finances are not compromised.

For our larger HGV collection vehicles it should be noted that potential EV of hybrid technologies come with a payload penalty. The weight of any batteries or accumulators reduces the amount of waste that can be collected (payload), potentially increasing waste miles, and the number of vehicles, staff and fuel. This continues to present a significant challenge in introducing EV, hybrid or alternative fuel technology for these types of vehicles compared to other HGV vehicles (e.g. buses) where payload is not such a significant factor.

An example of costs for an EV car compared to currently used small car is:-

Make/Model	Fuel type	Purchase price	Fuel/Battery
Renault Zoe Dynamique Nav 5 door Auto	Electric	£14,830*	£900 per year battery rental + electricity charge costs
Ford Fiesta 1.5 TDCi Zetec 5 door	Diesel	£10,233*	£480.00 p.a. (Average)
Skoda Fabia 1.4 TDI SE 5 door	Diesel	£9,606*	£480.00 p.a. (Average)

*Note that purchase prices are based upon buying through a national public sector framework contract.

Based on a projected three year life and assuming a residual value of 50% of purchase price, the above cars would cost:-

Make/Model	Fuel type	Cost per annum
Renault Zoe Dynamique Nav 5 door	Electric	£10,115
Ford Fiesta 1.5 TDCi Zetec 5 door	Diesel	£6,556
Skoda Fabia 1.4 TDI SE 5 door	Diesel	£6,243

1.4 **Proposals**

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

Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Joint Executive (Cabinet) Committee Decisions Plan: 1 October 2018 to 31 March 2019	
Report No:	OAS/SE/18/026	
Report to and date:	Overview and Scrutiny Committee	12 September 2018
Portfolio Holder:	Councillor John Griffiths Leader of the Council Tel: 01284 757136 Email: john.griffiths@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>Attached as Appendix 1 is the Joint Executive (Cabinet) Committee Decisions Plan to be considered by Cabinet for the period 1 October 2018 to 31 March 2019. Items which had been added since the Decisions Plan was last published are shaded for Members convenience.</p> <p>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.</p>	
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.	
Documents attached:	Appendix 1 –Decisions Plan: October 2018 March 2019	

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Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 October 2018 to 31 March 2019

Publication Date: 31 August 2018

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 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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

Members of the public may wish to:

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

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

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
02/10/18 <i>(Deferred from 22/05/18)</i> <i>(Potentially to be deferred - new timeline to be determined)</i>	Future Additional Car Parking Provision, Bury St Edmunds The Cabinet will be asked to consider and recommend to Council, a business case for additional car parking provision in Bury St Edmunds, in accordance with the aspirations set out in the Bury St Edmunds Town Centre Masterplan.	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899 Peter Stevens Operations 01787 280284	Julie Baird Assistant Director (Growth) 01284 757613 Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113	All Wards	Report to Joint Executive (Cabinet) Committee with possible exempt appendices and recommendations to Council.
	Haverhill Research Park This item has been removed from the Decisions Plan for the foreseeable future.				Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic		

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
						Development and Growth) 01284 757343		
02/10/18 (NEW ITEM) Page 21	West Suffolk Gambling Act Statement of Policy The current West Suffolk Policy is due for renewal. A revised version, taking account of any changes in the legislation and statutory guidance, has been subject to statutory consultation. The Cabinet will be asked to recommend to Council, the adoption of the revised Policy.	Not applicable	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council
02/10/18 <i>(Deferred from 24/07/18)</i> <i>(Potentially to be deferred – new timeline)</i>	Suffolk Business Park The Cabinet will be asked to consider proposed options for Suffolk Business Park in terms of how its development (influenced by the Borough Council) will	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613 Andrea Mayley Service Manager (Economic Development and	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
<i>to be determined)</i>	support the local economy and local people in the context of the Council's own strategies and policies.					Growth) 01284 757343		the possibility of exempt appendices.
02/10/18 <i>(Deferred from 28/09/17)</i>	<p>Western Way Development Programme</p> <p>The Cabinet will consider an outline business case, including recommendations to Council, in relation to the Western Way Development Programme. A separate proposal (which integrates with this paper) regarding the potential investment in renewable energy schemes may also be considered at this time.</p>	Possible Exempt Appendices: Paragraph 3	(R) – Council 30/10/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Alex Wilson Director 01284 757695 Sabrina Pfuetzenreuter-Cross Principal Growth Officer 01284 757113 Peter Gudde Service Manager (Environmental Health) 01284 757042 (renewable energy scheme element)	All Wards	Report to Joint Executive (Cabinet) Committee with recommendations to Council and possibility of Exempt Appendices.

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
06/11/18 <i>(Deferred from 22/05/18)</i> Page 23	Custom and Self Build Interim Policy Statement The Cabinet will be asked to agree an Interim Policy Statement which will be used to assess whether or not an application for self/custom build should be granted planning permission and how the West Suffolk Councils (Forest Heath and St Edmundsbury) plan to meet the self/custom build demand in West Suffolk.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including interim Policy Statement.
06/11/18	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18 (NEW ITEM) Page 24	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices
11/12/18 <i>(Deferred from 26/06/18)</i>	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for Local Authorities to produce a Tenancy Strategy. The Strategy outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.	Not applicable	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, with recommendations to Council, including Tenancy Strategy

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18 <i>(Deferred from 26/06/18)</i> Page 25	Review of West Suffolk's Housing Strategy West Suffolk's Housing Strategy 2014 is due to be reviewed in 2018. Through the review of the Housing Strategy, the opportunity to reflect priorities, actions and projects set out in the recently adopted West Suffolk Strategic Framework 2018-2020 will be taken. Furthermore, there are a number of additional duties and fundamental changes to housing legislation that will be reflected in the Housing Strategy. The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.	Not applicable	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant Director (Planning and Regulatory) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
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All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise

<p>(Deferred from 18/06/18)</p> <p>(Deferred: New timeline to be confirmed)</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 26</p>	<p>West Suffolk Joint Affordable Housing Supplementary Planning Document</p> <p>The Affordable Housing supplementary planning document (SPD) provides additional guidance to Core Strategy Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.</p>	<p>Not applicable</p>	<p>(R) – Council 18/12/18</p>	<p>Joint Executive (Cabinet) Committee / Council</p>	<p>Sara Mildmay-White Housing 01359 270580</p>	<p>Julie Baird Assistant Director (Growth) 01284 757613</p> <p>Simon Phelan Service Manager (Strategic Housing) 01638 719440</p>	<p>All Wards</p>	<p>Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document</p>
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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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
11/12/18 Page 27	Treasury Management Report 2018/2019 – Investment Activity (1 April to 30 September 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 30 September 2018.	Not applicable	(R) - Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Ian Houlder Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
11/12/18	Asset Management Strategy and Asset Management Plan The Cabinet will be asked to consider the recommendations of the Overview and Scrutiny Committee regarding the adoption of a new Asset Management Strategy and associated Asset Management Plan, which has been produced jointly with FHDC.	Possible Exempt Appendices: Paragraph 3	(R) – Council 18/12/18	Joint Executive (Cabinet) Committee / Council	Alaric Pugh Planning and Growth 07930 460899	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committee to Joint Executive (Cabinet) Committee and Council with the possibility of Exempt Appendices.

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
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
22/01/19 Page 28	Treasury Management Report 2018/2019 – Investment Activity (1 April to 31 December 2018) The Cabinet will be asked to recommend to Council, the approval of the Treasury Management Report 2018-2019 which summarised the investment activity for the period 1 April to 31 December 2018.	Not applicable	(R) - Council 19/02/19	Joint Executive (Cabinet) Committee / Council	Ian Houlter Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
12/03/19	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Ian Houlter Resources and Performance 01284 810074	Rachael Mann Assistant Director (Resources and Performance) 01638 719245 Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices.

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

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

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

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Council's revenue budget or capital programme;
 - (iii) comprise or include the making, approval or publication of a draft or final scheme which may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (b) A decision taker may only make a key decision in accordance with the requirements of the Executive procedure rules set out in Part 4 of this Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Cabinet and their Portfolios:

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

(b) Membership of the Joint Executive (Cabinet) Committee:

Authority	Cabinet Member	Portfolio
St Edmundsbury Borough Council	<p>Councillor John Griffiths Councillor Sara Mildmay-White</p> <p>Councillor Carol Bull Councillor Robert Everitt</p> <p>Councillor Ian Houlder</p> <p>Councillor Alaric Pugh Councillor Joanna Rayner Councillor Peter Stevens</p>	<p>SEBC Leader of the Council SEBC Deputy Leader of the Council/ Housing</p> <p>SEBC Portfolio Holder for Future Governance SEBC Portfolio Holder for Families and Communities SEBC Portfolio Holder for Resources and Performance SEBC Portfolio Holder for Planning and Growth SEBC Portfolio Holder for Leisure and Culture SEBC Portfolio Holder for Operations</p>
Forest Heath District Council	<p>Councillor James Waters Councillor Robin Millar</p> <p>Councillor David Bowman Councillor Ruth Bowman J.P. Councillor Andy Drummond Councillor Stephen Edwards</p> <p>Councillor Lance Stanbury</p>	<p>FHDC Leader of the Council FHDC Deputy Leader of the Council/ Families and Communities</p> <p>FHDC Portfolio Holder for Operations FHDC Portfolio Holder for Future Governance FHDC Portfolio Holder for Leisure and Culture FHDC Portfolio Holder for Resources and Performance FHDC Portfolio Holder for Planning and Growth</p>

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

Full Breckland Cabinet Member	Full East Cambridgeshire District Council Cabinet Member	Full Fenland District Council Cabinet Member	Full Forest Heath District Council Cabinet Member	Full Suffolk Coastal District Council Cabinet Member	Full St Edmundsbury Borough Council Cabinet Member	Full Waveney District Council Cabinet Member
Cllr Paul Claussen	Cllr David Ambrose-Smith	Cllr Chris Seaton	Cllr Stephen Edwards	Cllr Richard Kerry	Cllr Ian Houlder	Cllr Bruce Provan
Substitute Breckland Cabinet Members	Substitute East Cambridgeshire District Council Cabinet Members	Substitute Fenland District Council Cabinet Members	Substitute Forest Heath District Council Cabinet Members	Substitute Suffolk Coastal District Council Cabinet Members	Substitute St Edmundsbury Borough Council Cabinet Members	Substitute Waveney District Council Cabinet Members
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 31 August 2018

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Shadow Executive (Cabinet) Decisions Plan: 1 September 2018 to 6 May 2019	
Report No:	OAS/SE/18/027	
Report to and date:	Overview and Scrutiny Committee	12 September 2018
Shadow Executive Member:	Councillor John Griffiths Leader of the Shadow Council Tel: 01284 757136 Email: john.griffiths@stedsbc.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	To inform Members on forthcoming decisions to be considered by the Shadow Executive (Cabinet). Attached as Appendix 1 is the Shadow Executive (Cabinet) Decisions Plan for the period 1 September 2018 to 6 May 2019.	
Recommendation:	Overview and Scrutiny Committee: Members are asked to note the Shadow Executive (Cabinet) Decisions Plan for September 2018 to 6 May 2019.	
Documents attached:	Appendix 1 – Shadow Executive (Cabinet) Decisions Plan: 1 September 2018 to 6 May 2019	

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Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 September 2018 to 6 May 2019

Publication Date: 17 August 2018

The following plan shows both the key decisions and other decisions/matters taken in private, that the Shadow Executive (Cabinet) or Officers under delegated authority, are intending to take up to 6 May 2019. 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 Shadow Executive (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 Democratic Services, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18 (NEW ITEM) Page 38	Appointment of External Auditors for West Suffolk Council The Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council regarding a preferred option for appointing external auditors for the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Shadow Executive and Shadow Council
18/09/18 (NEW ITEM)	Council Policies The Shadow Executive will be asked to consider for recommending to Shadow Council, a first tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434 James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070 Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow 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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18 Page 39	Delivering a Sustainable Budget 2019/2020 The Shadow Executive will be asked to note the approach noted by the SEBC and FHDC Performance and Audit Scrutiny Committees in respect of the 2019/2020 budget setting process and medium term plans in preparation for the new West Suffolk Council.	Not applicable	For noting only at this stage.	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Note of the Performance and Audit Scrutiny Committees to the Shadow Executive
17/10/18 (NEW ITEM)	Council Policies The Shadow Executive will be asked to consider for recommending to Shadow Council, a second tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 20/11/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434 James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070 Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow 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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
17/10/18 Page 40	Delivering a Sustainable Budget 2019/2020 Further to its consideration on 18 September 2018, the Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.	Not applicable	(D) Consideration by the Shadow Council will take place as part of the budget setting paper on 19/02/19	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committees to the Shadow Executive
27/11/18 (NEW ITEM)	Applications for Community Chest Grant Funding 2019/2020 The Shadow Executive will be asked to consider recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year and beyond.	Not applicable	(KD) - but subject to the budget setting process	Joint Executive (Cabinet) Committee	Robert Everitt Families and Communities 01284 769000 Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party to Joint Executive (Cabinet) Committee.

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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/11/18	<p>Review of Bury St Edmunds Christmas Fayre</p> <p>The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Bury St Edmunds Christmas Fayre, for implementation in 2019.</p>	Not applicable	(D)	Shadow Executive	<p>Alaric Pugh Planning and Growth 07930 460899</p> <p>Lance Stanbury Planning and Growth 07970 947704</p>	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18	<p>Council Tax Base for Tax Setting Purposes 2019/2020</p> <p>The Shadow Executive will be asked to recommend to the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.</p>	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow 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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/11/18 (NEW ITEM) Page 42	<p>Review of the Garden Waste Collection Service</p> <p>The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Garden Waste Collection Service, for implementation in April 2019.</p>	Not applicable	(D)	Shadow Executive	<p>David Bowman Operations 07711 593737</p> <p>Peter Stevens Operations 07775 877000</p>	<p>Mark Walsh Assistant Director (Operations) 01284 757300</p> <p>Mark Christie Service Manager (Business) 01638 719220</p>	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive
05/02/19 (NEW ITEM)	<p>West Suffolk Council Induction / Member Development Package</p> <p>The Shadow Executive will be asked to consider a proposed induction and member development package for supporting Members of the new West Suffolk Council in their first few weeks and months of being elected.</p>	Not applicable	(D)	Shadow Executive	<p>Ruth Bowman J.P. Future Governance 01638 510896</p> <p>Carol Bull Future Governance 01953 681513</p>	<p>Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015</p> <p>Leah Mickleborough Service Manager (Democratic Services) 01284 757162</p>	All Wards	Report to Shadow Executive

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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
05/02/19	Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy The Shadow Executive will be asked to consider the proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for the West Suffolk Council, prior to its approval by the Shadow Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council
05/02/19	Annual Treasury Management and Investment Strategy 2019/2020 and Treasury Management Code of Practice The Shadow Executive will be asked to recommend to the Shadow Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982 Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow 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)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
05/02/19 (NEW ITEM) PEW 44	West Suffolk Statement of Licensing Policy The Shadow Executive will be asked to consider a new Statement of Licensing Policy for West Suffolk Council. Consultation will take place with the Licensing and Regulatory Cmt on the proposed content of the policy.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with new policy for recommending to Shadow Council for adoption.
05/02/19 (NEW ITEM)	Street Vending and Trading Policy The Shadow Executive will be asked to consider a revised street vending and trading policy. Consultation will take place with the Licensing and Regulatory Cmt on the proposed content of the policy.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive 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

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1. Information relating to any individual.
 2. Information which is likely to reveal the identity of an individual.
 3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
 4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
 6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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

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

NOTE 2: KEY DECISION DEFINITION

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) be significant in terms of its effects on communities living or working in an area in the Shadow Council; or
 - (ii) result in any new expenditure, income or savings of more than £100,000 in relation to the Shadow 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 Shadow Executive procedure rules set out in Part 4 of the Shadow Constitution.

NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS

(a) Membership of the Shadow Executive (Cabinet):

Shadow Executive (Cabinet) Member
Councillor John Griffiths (Leader)
Councillor James Waters (Deputy Leader)
Councillor Ruth Bowman J.P.
Councillor David Bowman
Councillor Carol Bull
Councillor Andy Drummond
Councillor Stephen Edwards
Councillor Robert Everitt
Councillor Ian Houlder
Councillor Sara Mildmay-White
Councillor Robin Millar
Councillor Alaric Pugh
Councillor Joanna Rayner
Councillor Lance Stanbury
Councillor Peter Stevens

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Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 17 August 2018

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Overview and Scrutiny Committee



St Edmundsbury
BOROUGH COUNCIL

Title of Report:	Work Programme Update	
Report No:	OAS/SE/18/028	
Report to and date:	Overview and Scrutiny Committee	12 September 2018
Chairman of the Committee:	Councillor Diane Hind Chairman of the Overview and Scrutiny Committee Tel: 01284 706542 Email: diane.hind@stedsbc.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<ol style="list-style-type: none"> 1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2018-2019. 2) To ask the Committee to identify questions for the Cabinet Member for Planning and Growth, in advance of his attendance on 7 November 2018. 	
Recommendation:	Overview and Scrutiny Committee: <ol style="list-style-type: none"> 1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2018-2019. 2) <u>Identify questions</u> for the Cabinet Member for Planning and Growth to cover in his annual report to the Committee in November 2018. 	
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"/>	
Documents attached:	Appendix 1 – Current Work Programme	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

- 1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, 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 and Joint Task and Finish Groups for the 2018-2019 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 November 2018, the Cabinet Member for Planning and Growth 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 Planning and Growth** to cover in his annual report to the Committee.

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

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

Description	Lead Member	Details
31 October 2018	Extraordinary Overview and Scrutiny Meeting	
Suffolk County Council (Highways Services)		The SCC Cabinet Member for Highways, Transport and Rural Affairs has been invited back to discuss progress made in relation to the recommendations made at the Extraordinary Overview and Scrutiny Committee held on 25 October 2017.
7 November 2018		
Annual Portfolio Holder Presentation	Cabinet Member Planning and Growth	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Housing Strategy	Cabinet Member Housing	To provide input into the West Suffolk Housing Strategy.
West Suffolk Tenancy Strategy	Cabinet Member Housing	To provide input into the West Suffolk Tenancy Strategy.
Vehicle Non-Idling Policy	Cabinet Member Planning and Growth	To receive a report setting out options following the submission of a work programme suggestion in February 2018.
Christmas Fayre Review – Final Report	Cabinet Member Planning and Growth	To receive the final report from the Joint Task and Finish Group on the review of the Christmas Fayre.
Garden Waste Collection Service – Final Report	Cabinet Member Operations	To receive the final report from the Joint Task and Finish Group on the review of the Garden Waste Collection Service
Asset Management Strategy and Asset Management Plan	Cabinet Member Planning and Growth	To provide input into the new Asset Management Strategy and associated Asset Management Plan.
Annual Car Parking Update	Cabinet Member Operations	To receive an annual report on Car Parking in Forest Heath.
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
9 January 2019		
Annual Portfolio Holder Presentation	Cabinet Member Leisure and Culture	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Apex Review	Cabinet Member Leisure and Culture	To provide input into the scrutiny of The Apex.
West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy	Cabinet Member Families and Communities	To provide input into the new West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy.
West Suffolk Supplementary Planning Documentation on Affordable Housing	Cabinet Member Housing	To provide input into the West Suffolk Supplementary Planning Documentation on Affordable Housing.
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.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).
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 March 2019		
Annual Portfolio Holder Presentation	<i>To be confirmed</i>	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).

Future Items to be Programmed During 2018-2019, which were approved at its meeting on 18 April 2018:

1. Support for Small Businesses
2. Bus Transport, including Rural

Current position of Overview and Scrutiny Task and Finish Groups

	Title	Purpose	Start Date (Established)	Members Appointed	Estimated End date
1.	West Suffolk Christmas Fayre Review (Joint Task and Finish Group)	<p>A West Suffolk Joint 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.</p> <p>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).</p>	April 2018	<p><u>St Edmundsbury OAS</u> Cllr Susan Glossop Cllr Diane Hind Cllr Paul Hopfensperger Cllr Margaret Marks Cllr Richard Rout Cllr Frank Warby</p> <p><u>SEBC Substitutes:</u> Cllr Patrick Chung Cllr Paula Fox</p> <p><u>Forest Heath OAS</u> Cllr John Bloodworth Cllr Christine Mason Cllr Robert Nobbs Cllr David Palmer</p>	<p>September 2018</p> <p>November 2018</p>
2.	West Suffolk Garden Waste Collection Service Review (Joint Task and Finish Group)	<p>A West Suffolk Joint Task and Finish Group to be established to carry out a review of the Garden Waste Collection Service.</p> <p>The review will be carried out between July and October 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in November, and a report to the Shadow Executive. This will allow time for the recommendations to be taken account of before the arrangements for 2019 need to commence (there are system and communications arrangements that need to be undertaken ahead of the annual soft launch for payments in February).</p>	June 2018	<p><u>St Edmundsbury OAS</u> Cllr John Burns Cllr Mike Chester Cllr Diane Hind</p> <p><u>St Edmundsbury PASC</u> Cllr Sarah Broughton</p> <p><u>Forest Heath OAS</u> Cllr Chris Barker Cllr Robert Nobbs Cllr David Palmer</p> <p><u>Forest Heath PASC</u> Cllr Rona Burt</p>	November 2018

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