

Overview and Scrutiny Committee



Forest Heath
District Council

Title:	Agenda									
Date:	Thursday 12 July 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 Rona Burt</p> <p><u>Conservative Members (8)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Chris Barker</td> <td style="width: 33%;">Brian Harvey</td> </tr> <tr> <td>John Bloodworth</td> <td>Christine Mason</td> </tr> <tr> <td>Rona Burt</td> <td>Robert Nobbs</td> </tr> <tr> <td>Simon Cole</td> <td>Nigel Roman</td> </tr> </table> <p><u>West Suffolk Independent Members (1)</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">David Palmer</td> </tr> </table> <p><u>UKIP Member (1)</u> Reg Silvester</p>	Chris Barker	Brian Harvey	John Bloodworth	Christine Mason	Rona Burt	Robert Nobbs	Simon Cole	Nigel Roman	David Palmer
Chris Barker	Brian Harvey									
John Bloodworth	Christine Mason									
Rona Burt	Robert Nobbs									
Simon Cole	Nigel Roman									
David Palmer										
Substitutes:	Named substitutes are not appointed									
Interests – Declaration and Restriction on Participation:	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.									
Quorum:	Three Members									
Committee administrator:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk									

Public Information



Forest Heath
District Council

Venue:	District Offices College Heath Road Mildenhall Suffolk, IP28 7EY	Tel: 01638 719000 Email: democratic.services@westsuffolk.gov.uk Web: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting:	Copies of the agenda and reports are open for public inspection at the above address at least five clear days before the meeting. They are also available to view on our website.	
Attendance at meetings:	The District Council actively welcomes members of the public and the press to attend its meetings and holds as many of its meetings as possible in public.	
Public speaking:	<p>Members of the public who live or work in the District are invited to put one question or statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.</p> <p>A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chairman's discretion.</p>	
Disabled access:	The public gallery is on the first floor and is accessible via stairs. There is not a lift but disabled seating is available at the back of the Council Chamber on the ground floor. Please see the Committee Administrator who will be able to help you.	
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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**
- 2. Apologies for Absence**
- 3. Minutes** **1 - 6**

To confirm the minutes of the meeting held on 7 June 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 and any other updates from the Chairman**
- 6. Annual Presentation by the Lead Cabinet Member for Housing** **7 - 12**

Report No: **OAS/FH/18/019**
- 7. Evaluation of the Families and Communities Approach** **13 - 38**

Report No: **OAS/FH/18/020**
- 8. Annual Presentation by the Cabinet Member for Families and Communities** **39 - 70**

Report No: **OAS/FH/18/021**
- 9. Cabinet Decisions Plan: 1 July 2018 to 31 March 2019** **71 - 86**

Report No: **OAS/FH/18/022**

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10. Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019 Report No: OAS/FH/18/023	87 - 98
11. Work Programme Update Report No: OAS/FH/18/024	99 - 104
12. Exclusion of Press and Public To consider whether the press and public should be excluded during the consideration of the following items because it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during the items, there would be disclosure to them of exempt categories of information as prescribed in Part 3 of Schedule 12A of the Local Government Act 1972, and indicated against each item and, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	

Part 2 – Exempt

13. Exempt Appendices A, B and C - Evaluation of the Families and Communities Approach Exempt Appendices A, B and C to Report No: OAS/FH/18/020 (Exempt Appendices A, B and C are to be considered in private under Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, as they contain information relating to financial or business affairs of any particular person (including the authority holding that information))	105 - 148
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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 7 June 2018** at **6.00 pm** in the **Council Chamber, District Offices**, College Heath Road, Mildenhall IP28 7EY

Present: **Councillors**

Chairman Simon Cole
Vice Chairman Rona Burt

Chris Barker
John Bloodworth
Christine Mason

Robert Nobbs
David Palmer
Nigel Roman

230. **Substitutes**

There were no substitutions declared.

231. **Apologies for Absence**

Apologies for absence were received from Councillor Brian Harvey.

Councillor Reg Silvester was also unable to attend.

232. **Minutes**

The minutes of the meetings held on 16 April 2018 and 19 April 2018 were confirmed as accurate records, and signed by the Chairman.

233. **Public Participation**

There were no questions/statements from the public.

234. **Announcements from the Chairman regarding responses of the Cabinet to reports of the Overview and Scrutiny Committee and any other updates from the Chairman**

The Chairman advised that he attended Cabinet on 22 May 2018, and presented the Committee's reports on items it considered on 16 April 2018 and 19 April 2018, which were noted.

235. **Draft West Suffolk Annual Report (2017-2018)**

The Chief Executive, Ian Gallin presented Report No: OAS/FH/18/014 on behalf of the Leader of the Council, which outlined the draft West Suffolk

Annual Report (2017-2018) which had been written as a joint West Suffolk document and was before the Overview and Scrutiny Committee for their comments.

The draft West Suffolk Annual Report (Appendix A) highlighted the key activities and developments that had been achieved over the financial year 2017-2018, with regard to the priorities set out in the West Suffolk Strategic Plan. The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described. Following a decision by Portfolio Holders, this year's annual report would be designed typeset document.

The report also included responses to specific key questions identified by scrutiny members on areas they wished to be appraised on during the annual presentation to the Committee on the Annual Report.

Members examined the document and did not suggest any amendments to be made to the draft Annual Report.

However, the Committee did ask follow-up questions relating to Barley Homes. Members were informed that it had been agreed to continue progressing the three committed sites and those coming through the pipeline. An application had been submitted for the Town Hall site and a revised business plan would be coming to the Overview and Scrutiny Committee later in the year.

The Committee also discussed delivering growth; what was going on nationally with a number of large retail shops restructuring or closing down; deterring anti-social behaviour and the poor appearance of buildings, and questioned what the council could do to help retail shops locally.

In response members were informed the council was working on its Asset Management Strategy and Asset Management Plan. It was also working with the Bid in Bury St Edmunds, Newmarket and Haverhill. West Suffolk did not have a significant issue with empty retail properties. However, there was a campaign in Haverhill to make vacant properties less attractive to deter anti-social behaviour.

The Chief Executive thanked the Overview and Scrutiny Committee for scrutinising the draft Annual Report.

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

RECOMMENDED

That the Draft West Suffolk Annual Report 2017-2018, as attached at Appendix A to Report No: OAS/FH/18/014 be approved, subject to comments made during the meeting.

236. **West Suffolk Homelessness Reduction Strategy**

The Committee received Report No: OAS/FH/18/015, which presented the draft West Suffolk Homelessness Reduction Strategy (Appendix 1). The Homelessness Act 2002 required all councils to review and produce a new homelessness strategy at least every five years. A review of the West Suffolk's Homelessness Strategy was due in 2018. In addition to this, by producing a new West Suffolk Homelessness Reduction Strategy the council was responding to the fundamental changes to legislation and additional duties introduced by the Homelessness Reduction Act 2017.

In accordance with the Homelessness Act 2002, West Suffolk councils had conducted a review of homelessness in the area between November 2017 and April 2018. The review took the form of an evidence base that was attached as Appendix A to the West Suffolk Homelessness Reduction Strategy (Appendix 1). The depth and scope of the review had contributed to a comprehensive understanding of the key issues facing West Suffolk. It had also enabled the councils to consider where it needed to focus its attention in the future in order to determine which priorities and actions the councils needed to focus on.

The West Suffolk Homelessness Reduction Strategy was an important part of what the councils were doing across West Suffolk to prevent and reduce homelessness. However, other activities which supported the reduction of homelessness were outlined in West Suffolk's Housing Strategy and the Strategic Framework 2018-2020.

The delivery plan attached at Appendix B to the report had been developed to deliver on the councils priorities as set out in the strategy and would be resourced through existing budgets and resources and by accessing external funding sources from the government and other partners.

The Committee considered the document, the five priorities and felt it addressed all areas. Therefore, members did not suggest any amendments to the draft West Suffolk Homelessness Reduction Strategy.

However, the committee did ask questions on homelessness /rough sleeper figures and how they were being measured; the homeless workshop held earlier in the year, which had been well received by partners. A second workshop was currently being organised.

It was noted that the council was continuing to explore options to increase its accommodation options. Also across Suffolk there was a lack of service for "complex needs" to support the homeless and rough sleepers.

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

RECOMMENDED

That subject to comments made during the meeting, the Draft West Suffolk Homelessness Reduction Strategy, be approved.

237. Review of the Garden Waste Collection Service (GWCS) - Scoping Report

The Committee received Report No: OAS/FH/18/016, which sought the establishment of a West Suffolk Joint Task and Finish Group to review the Garden Waste Collection Service (GWCS), and make recommendations to the West Suffolk Shadow Executive in Autumn 2018.

During the first two years of operation, around 30,000 households had subscribed each year and the service was generally operating in line with the original assumptions and expectations. However, a review of the GWCS was being proposed for the following reasons:

- i) It was agreed that the subscription charge, and the service itself, would be reviewed after the first three years of operation;
- ii) A new funding arrangement with Suffolk County Council takes effect from April 2019;
- iii) Implementation arrangements for Year 4 of the GWCS would need to commence in October 2018, ready for April 2019;
- iv) IT improvements were required to reflect changes to the corporate CRM, online functionality and the GDPR regulations; and
- v) To consider opportunities to amend the customer "application and pay experience" and the associated service terms and conditions.

It was proposed that the Joint Task and Finish Group comprises of eight Members; four from each council with at least one from each council being a member of the Performance and Audit Scrutiny Committee. The Group would be supported by officers and the Portfolio Holders. 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 would allow time for recommendations to be taken account of before the arrangements for 2019 needed to commence as there were system and communications arrangements that needed to be undertaken ahead of the annual soft launch for payments in February.

Councillor Rona Burt felt the scheme had been a great success and residents were satisfied with the good service.

The Democratic Services Officer (Scrutiny) then informed members that Councillor Rona Burt, a member of the Performance and Audit Scrutiny Committee was happy to sit on the Group.

The Committee considered the report and asked questions to which the Cabinet Member for Operations and officers duly responded. The Committee then nominated Councillors Chris Barker, Robert Nobbs and David Palmer as the Overview and Scrutiny representatives.

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

RESOLVED:

That Councillors Chris Barker, Robert Nobbs, David Palmer from the Overview and Scrutiny Committee and Councillor Rona Burt from the Performance and Audit Scrutiny Committee be appointed to sit on the West Suffolk Garden Waste Collection Service Joint Task and Finish Group to carry out a review of the Garden Waste Collection Service and to make recommendations for 2019.

238. Shadow Scrutiny Committee Nominations

On 30 May 2018, the Shadow Council agreed to appoint a Shadow Scrutiny Committee of up to 13 members, consisting of up to 8 existing members from the St Edmundsbury Overview and Scrutiny Committee, and up to 5 existing members from the Forest Heath Overview and Scrutiny Committee, with the Chairman from each Committee being automatically appointed as one of the representatives.

The Committee considered the request to appoint up to 4 members, of which 4 members put their names forward (Councillors Chris Barker, John Bloodworth; Rona Burt and David Palmer) to sit on the Shadow Scrutiny Committee.

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

RESOLVED:

That Councillors Chris Barker, John Bloodworth, Rona Burt, David Palmer and Councillor Simon Cole as the Chairman of the Forest Heath Overview and Scrutiny Committee, be appointed to sit on the Shadow Scrutiny Committee.

239. Cabinet Decisions Plan: 1 June 2018 to 31 March 2019

The Committee received Report No: OAS/FH/18/017, which asked Members to peruse the Cabinet Decisions Plan for the period 1 June 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 raise any issues or questions. Therefore, there being no decision required, **noted** the contents of the 1 June 2018 to 31 March 2019 Decisions Plan.

240. Work Programme Update and Re-appointments to Suffolk County Council Health Scrutiny

The Committee received Report No: OAS/FH/18/018, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018-2019 (Appendix 1).

The report also requested that Members identify questions they would like the Lead Cabinet Member for Housing and the Cabinet Member for Families and

Communities to cover in their annual report to the Committee on 12 July 2018.

The Committee considered Appendix 1, and at the time of the meeting had not identified any questions they wished to put to the Lead Cabinet Member for Housing but had identified one question for the Cabinet Member for Families and Communities regarding community chest funding. However, members were asked to submit any further questions following this meeting to the Democratic Services Officer (Scrutiny) by Wednesday 13 June 2018.

There being no decisions required, the Committee **noted** the current status of its work programme.

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

Suffolk County Council Health Scrutiny

As in previous years, Suffolk County Council (SCC) wished a representative to be appointed to its Health Scrutiny Committee from each of the County's District and Borough Councils. It was recommended that the members should ideally be from the District's Overview and Scrutiny Committee, although it was not essential.

The current members on this joint body were:

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

Attached at Appendix 2, to the report was a brief summary provided by Councillor John Bloodworth on issues which had been considered by the SCC Health Scrutiny Committee during 2017-2018).

The Committee considered the report and re-nominated Councillor John Bloodworth as the District's nominated representative and Councillor Christine Mason as the substitute member on the Suffolk Health Scrutiny Committee for 2018-2019.

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

RECOMMENDED:

That full Council be asked to confirm the appointment of Councillor John Bloodworth as the District Council's nominated representative and Councillor Christine Mason as the substitute member on the Suffolk Health Scrutiny Committee for 2018-2019.

The Meeting concluded at 6.55pm

Signed by:

Chairman

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Annual Presentation by the Cabinet Member for Housing	
Report No:	OAS/FH/18/019	
Report to and date:	Overview and Scrutiny Committee	12 July 2018
Portfolio Holder:	Councillor Sara Mildmay-White Lead Cabinet Member for Housing Tel: 01359 270580 Email: sara.mildmay-white@stedsbc.gov.uk	
Lead officers:	Davina Howes Assistant Director (Families and Communities) Tel: 01284 757070 Email: davina.howes@westsuffolk.gov.uk Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to "challenge" in the form of questions. Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.	

Recommendation:		Members of the Committee are asked to question the Lead Cabinet Member for Housing on her portfolio responsibilities, and having considered the information, the Committee may wish to:	
		1) Make recommendations to the Cabinet Member for Housing for her consideration; 2) Request further information and / or receive a future update. 3) Take any other appropriate action as necessary.	
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>		<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:		• N/A	
Alternative option(s):		• N/A	
Implications:			
<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

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 20 July 2017, Councillor Sara Mildmay-White, Lead Cabinet Member for Housing attended this committee and presented a report which summarised the areas of responsibility covered under her portfolio.

1.2 Scrutiny Focus

1.2.1 The scope of this report differs from that of last year as the Cabinet Member has been asked to prepare a report which answers the following specific questions identified by the committee members as being relevant to the housing portfolio:

- 1) **Homelessness:** Building in Newmarket recently purchased by the Council for the homeless:
 - i) What is the cost, long term for the Council apart from the cost of the purchase price?
 - ii) How long will the people who are homeless be able to stay? Is there a time limit?
 - iii) Do they have to pay rent? If so, is this deducted from their benefits? If so, is it paid directly to the Council?
 - iv) What refurbishment, if any has to be done to the property?
- 2) **Homelessness:** What do/can we do about homeless people the council moves into accommodation, who then upset all their neighbours?
 - i) Should they have been accepted for being housed if they are anti-social people?
 - ii) Should the community give them time to settle down? And if so why, and why always the same people in the community?
 - iii) What if housing the one puts two more people on the streets from splitting them up and ruining their lives?
 - iv) Otherwise should we accept some people will live on the streets, and that is actually the best solution, and start making a plan for that?

- 3) **Homelessness:** From recent press releases the council has been able to obtain additional Government funding to support "homeless person" in our area:
- i) What plans are in place for these funds to be used throughout West Suffolk in order to achieve value for money going forward?
 - ii) Will this involve purchasing additional properties? Or improve our existing facilities?

1.3 Response to Key Questions Set out in the Scrutiny Focus

1.3.1 **Homelessness:** Building in Newmarket recently purchased by the Council for the homeless:

1.3.1.1 **What is the cost, long term for the Council apart from the cost of the purchase price?**

There will be some minimal general building maintenance costs for this property. All external maintenance for the whole building sits with the Council. Internal maintenance costs for housing element remain with the Council until an agreement is made with a registered provider. Internal maintenance will be the responsibility of the registered provider as agreed in a lease, or recovered by a service charge. The Council will receive an income from leasing the property to a housing provider which will be used to offset any maintenance costs. At present, the amount of the lease has yet to be agreed with registered providers but we will update members in due course.

1.3.1.2 **How long will the people who are homeless be able to stay? Is there a time limit?**

There is no time limit. How long those who are homeless stay in the property will depend on their needs and how quickly the Housing team can find them alternative long term accommodation.

1.3.1.3 **Do they have to pay rent? If so, is this deducted from their benefits? If so, is it paid directly to the Council?**

They will be required to pay rent to the registered provider leasing the property. The amount will be agreed by the registered provider. Those tenants who are able to access help with their rent due to low income will be able to claim Housing Benefit or Universal Credit housing costs which can be paid directly to the registered provider.

1.3.1.4 **What refurbishment, if any has to be done to the property?**

At present, the only identified refurbishment will be the addition of laundry facilities. The Council has no plans to carry out other refurbishments.

1.3.2 **Homelessness:** What do/can we do about homeless people the council moves into accommodation, who then upset all their neighbours?

1.3.2.1

Should they have been accepted for being housed if they are anti-social people?

Neighbour issues can occur regardless of whether the tenant was previously homeless. The Council works with landlords (most of whom are registered providers) to resolve issues and if necessary cases are raised at the Council's multi agency anti-social behaviour meeting in order to agree actions that involve other agencies. This can include additional support or police intervention, for example.

1.3.2.2 **Should the community give them time to settle down? And if so why, and why always the same people in the community?**

We would hope that all residents are given a chance to settle into their homes. Customers come from many backgrounds and some have never had a home of their own therefore they often need to be reminded of the terms of their tenancies and to build life skills, which can take time. I would advise concerned residents to talk with the relevant landlord or the Council in order that the Housing team or other agencies can provide support and guidance.

1.3.2.3 **What if housing the one puts two more people on the streets from splitting them up and ruining their lives?**

Neighbours who have concerns about individuals should, as stated above, liaise with the relevant landlord and raise any concerns with the relevant organisation, including the council.

1.3.2.4 **Otherwise should we accept some people will live on the streets, and that is actually the best solution, and start making a plan for that?**

Some people do make a choice to live in the open, sometimes on the street, and sometimes in parks or woodland. The Council will help and support those who would like our help, at any time. The Housing team make efforts to maintain contact with those who are on the streets and make it clear that help is available, when they are ready. Many people who find themselves on the streets have complex needs and traumatic backgrounds; building trust and confidence takes time. The Housing team do not give up, they just try different tactics to build that trust.

1.3.3 **Homelessness:** From recent press releases the council has been able to obtain additional Government funding to support "homeless people" in our area:

1.3.3.1 **What plans are in place for these funds to be used throughout West Suffolk in order to achieve value for money going forward?**

The Council was awarded the funding for 2018/19 as a result of a robust application to central government. This money will be used to provide support, specifically for rough sleepers, and prevent the first night on the streets. It will also be used to help get people off of the streets as quickly as possible and into suitable accommodation. The funding will provide for five additional posts to support outreach work, including mental health and substance misuse professionals. It also secures ten ring-fenced beds. The bid was agreed by the Ministry of Housing, Communities and Local Government (MHCLG) and we will continue to work with them to secure future years funding. The additional posts have been advertised and our aim is to have staff in place for September 2018. We are also developing the necessary service level agreements with the accommodation providers.

The funding was awarded by the Ministry of Housing, Communities and Local Government (MHCLG) and we hope that announcements relating to the funding for 2019/20 will be made in the next few weeks.

1.3.3.2 **Will this involve purchasing additional properties? Or improve our existing facilities?**

We will not be purchasing additional properties using the funding awarded by central government. Rather, we have worked with six accommodation providers to secure ring-fenced accommodation for rough sleepers.

1.4 Proposals

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

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Evaluation of the Families and Communities Approach	
Report No:	OAS/FH/18/020	
Report to and date:	Overview and Scrutiny Committee	12 July 2018
Portfolio holder:	Councillor Robin Miller Portfolio Holder, 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:	This report follows on from the Cabinet Member for Families and Communities' presentation to the Committee on 20 April 2017, at which the Committee asked for further information on evaluation of the Families and Communities approach, to better understand whether it was making a difference to communities and residents.	
Recommendation:	Overview and Scrutiny Committee: Members of the Committee are invited to consider progress so far in the development of an evaluation model for the Families and Communities approach.	

Key Decision:		<i>Is this a Key Decision and, if so, under which definition?</i>	
<i>(Check the appropriate box and delete all those that do not apply.)</i>		Yes, it is a Key Decision - <input type="checkbox"/>	
		No, it is not a Key Decision - <input checked="" type="checkbox"/>	
Consultation:		• n/a	
Alternative option(s):		• Not developing an evaluation tool for measuring progress would not allow the councils to assess the impact of its approach and would miss opportunities to continuously improve ways of working.	
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*
There is a risk that using qualitative techniques provides only a partial picture of how communities are making progress in becoming more resilient.	Medium	The qualitative approach described in the report is supplemented with a range of contextual quantitative measures	Low

Ward(s) affected:	All
Background papers:	None
Documents attached:	<p>EXEMPT Appendix A – Evidencing and Evaluating the Families and Communities approach</p> <p>EXEMPT Appendix B – FirstCare report summary</p> <p>EXEMPT Appendix C – Officer toolkit and guidance</p> <p>Appendix D – Evidence from evaluation exercise</p> <p>Appendix E – Case study examples</p>

1. Key issues and reason for recommendation

1.1. Development of evaluation approach for Families and Communities

- 1.1.1. The report updates Overview and Scrutiny Committee on the work being undertaken to evidence and evaluate the Families and Communities approach, as requested by the Committee. The report provides examples of how the evaluation model has been used and tested and seeks the Committee's input into the further development of the model to evidence and evaluate the Families and Communities approach.

2. Families and Communities evaluation approach – progress so far

- 2.1. Since the development of the first West Suffolk Families and Communities Strategy in 2013, Councillors and staff alike have been mindful of the need to measure and monitor the outcomes of the work. This is inherently challenging as measuring change in communities cannot be done in the same way as output measures, such as the number of new affordable homes built or the number of jobs created.
- 2.2. The problems faced by local government include not only increasing funding restrictions but growing demand for services and assistance from communities which cannot be met by current methods and approaches. Issues including social isolation, loneliness and disconnection from traditional community-based support mechanisms can be positively influenced by the Families and Communities approach through working with communities to strengthen them.
- 2.3. Although it is widely accepted both nationally and internationally that working with communities to improve resilience is an effective and sustainable approach to addressing individual and social issues, the challenge as to how to evidence and evaluate this work has yet to be successfully addressed.
- 2.4. As well as providing accountability in terms of the councils' deployment of resource, evaluating the Families and Communities approach also helps to build up an evidence base of what is and is not successful when working in particular types of communities. It also helps to inform both the communities and the council about future action.
- 2.5. Work was therefore begun by the Portfolio Holders from Families and Communities in late 2016 on the development of a bespoke evaluation approach. Key stages included:

1. Forming a cross-departmental working group with representatives from the Families and Communities and Policy teams
2. Undertaking a desktop review of literature and best practice
3. Meeting with academics from University Campus Suffolk to gain insight into possible methodology

2.6. Our research showed that evidencing and evaluating approaches to increase community resilience is a challenge which has not been successfully addressed to date by any organisation working in this field. There are few, if any, examples of work to measure community outcomes being done successfully elsewhere. The approaches used tended to focus either on *activities* without reference to whether they were successful; or to focus on *individuals* (for example, in social care contexts).

2.7. Building on our research findings, work was then carried out to:

- Articulate the core elements of the Families and Communities approach which inform our work – known as the West Suffolk Way (see paragraph 2.8 below)
- Draft an evaluation approach (**EXEMPT Appendix A**) setting out the rationale and proposed methodology for evidencing and evaluating the Families and Communities approach. The evaluation approach is based on working with communities to undertake self-assessments of how things were before and after a project or initiative was carried out. The results from using the tool then help the community and the councils understand the nature and size of the impact that the project/initiative had
- Engage an independent consultant to test the evaluation approach (see paragraph 2.9 below)

2.8. The evaluation approach was developed to measure contributions against the five elements of the Families and Communities approach, referred to as 'the West Suffolk Way'. In simple terms, this aims to measure what has the Families and Communities team contributed towards making communities stronger in each of these elements;

Element 1: **A safe place** – is about working in a way which increases the safety of a place and people's sense of the place in which they live, work or visit. It can apply to emotional safety as well as physical.

Element 2: **Recognising individuals** – is about working in a way which recognises people's individuality, that differences matter and that each

person has different needs and strengths. It applies to the development of, and respect for, important concepts such as self-identity, self-esteem and self-worth. It embraces culture and values.

Element 3: **Understanding relationships** – is about working in a way which recognises the context of relationships and the connections that exist between people, in spite of difference, be they transactional, nurturing, emotional, practical etc.

Element 4: **Encouraging agency** – is about working in a way which encourages people to help themselves, validating their own ability, recognising that taking action is an important step to change, development and improvement. At a personal level, this increases people's ability and capacity to demonstrate power, influence and control over their lives.

Element 5: **Developing vision** - is about working in a way which builds positive goals and an understanding of what is being worked towards

- 2.9. FirstCare consultancy was engaged in 2017 to test the evaluation approach (see summary at **EXEMPT Appendix B**). The key conclusions of this exercise were that the West Suffolk Way was based on an extensive body of evidence; that it was essentially a 'theory of motivation', describing what brings about change in communities; that it had great potential; and that it was at the forefront of the development of thinking about families and communities.
- 2.10. An exercise was undertaken by the Families and Communities team in 2017, using the model to measure the initial position of communities against the five elements of the West Suffolk Way and to then re-evaluate those positions following a period of support and assistance from the team through officers' locality or specialism roles. Examples of the model being used in practice are attached at **Appendix D**, along with case studies to illustrate the type of work being evaluated (**Appendix E**).
- 2.11. The outcomes of the FirstCare evaluation and the learning from the team exercise were taken on board and the model refined. An officer toolkit and guidance was produced (**EXEMPT Appendix C**) with a further exercise being carried out in 2018 (**Appendix D**). Staff also considered the indicator set produced by the Government's What Works for Wellbeing network, which draws on a range of published data sources (for example, the Office for National Statistics and Public Health England), to ensure West Suffolk's approach was in line with best practice around measuring change in communities. <http://www.happycity.org.uk/measurement-policy/happy-city-index/> .

3. Key points to note

3.1. *This is an innovative piece of work*

3.1.1. The aim of the evaluation approach is to evidence the contribution the Families and Communities approach, and in particular the team of officers, is making towards the delivery of the councils' Strategic Priority of *Resilient families and communities that are healthy and active*.

3.1.2. This evaluation approach has not been undertaken elsewhere and there are no successful examples of similar models which look at whole communities rather than individuals. The model is therefore very much a work in progress. The model is, however, part of a suite of studies into approaches with whole population/community outcomes such as loneliness <https://www.telegraph.co.uk/news/2018/06/08/prescribe-line-dancing-save-nhs-officials-say/>

3.2. *The model enables a comprehensive assessment of each community's position*

3.2.1. During the assessments a conversation is carried out between a Families and Communities Officer and the community. This conversation starts with the community setting their own vision for what they want to achieve and covers important aspects of a community's capacity to become resilient and thrive, set against their own definition of what success looks like.

3.2.2. From these conversations, an action plan is co-produced, setting out what they and the community will do to progress towards their goals. This action plan is then reviewed at regular intervals. Completed actions provide evidence of the Families and Communities team's contribution to the community's success, which can be captured in a case study to accompany the qualitative assessment. (see **EXEMPT Appendix C** for methodology)

3.3. *The Families and Communities team's contribution is only part of the picture*

3.3.1. There are very few circumstances where the growing resilience and self-defined success of a community can be exclusively attributed to the Families and Communities team's work with that community, where the role is often that of enabler and instigator. There are many other factors involved including the often very hard work put in by community members themselves, or other voluntary groups or public sector-led initiatives such as social prescribing or the Buurtzorg model of care, both being piloted in West Suffolk. Rather, the model looks to capture the contribution the

team has made to a community's success – how the support, advice and assistance provided by officers and ward councillors has helped move a community towards where they want to be.

3.4. ***Establishing evidence requires a mix of methodologies***

3.4.1. Measurement data normally fall into one of two types:

1. Quantitative data is any kind of data that can be measured numerically. For example, the number of houses built or the number of jobs created.
2. Qualitative data is non-numerical in nature and gathers information such as narrative stories, feelings and attitudes.

Quantitative data defines, where qualitative data describes. Each approach has its strengths, weaknesses and applications.

3.4.2. The Families and Communities approach works almost exclusively with qualitative data, although some quantitative measurements such as reductions in GP attendances or increased voter turnout can contribute to the overall picture of the impact of the work.

3.4.3. One of the key challenges is to capture the value of the work in a way that can produce useful evidence and comparisons in a consistent way. This requires quantifying qualitative work whilst recognising that not everything that is important can be measured and not everything that can be measured is important.

3.4.4. Quantifying qualitative work is never an easy process and incorporates a high level of subjectivity. This model seeks to place that subjectivity with the communities themselves – where they feel they are on a scale of 1-10 against each element at each assessment point. This qualitative measure is backed up with notes and case studies to capture the all-important story behind the figures (see **Appendix E** for case study examples).

3.5. ***Success depends on many factors***

3.5.1. As there are many contributing factors to a community's success there are also many factors which can influence a community not reaching its goals. For example, loss of key community connectors, availability of third party input and support and engagement of the wider community in initiatives cannot be guaranteed. This model provides a framework under which such risks can be mitigated and contingency plans discussed, but

matters outside officers', individuals' and communities' control can and do emerge to affect outcomes.

4. Next steps

- 4.1. This is an ongoing piece of work. Overview and Scrutiny Committee's comments on the development of the evaluation approach is welcomed.
- 4.2. The model will be embedded in the work of the Families and Communities Team and reviewed regularly, with lessons learnt noted.
- 4.3. The evaluation approach will support the revision of the Families and Communities Strategy which will be considered by Councillors later this year. This revised strategy will include a detailed delivery plan which will include the incorporation of the approach into the new single council for West Suffolk.
 - 4.3.1. Work will also continue on developing our approaches to understanding our communities through data, intelligence and insight. A new set of statistical summaries will be produced for the new wards of the new West Suffolk Council, which form the basis for monitoring wider progress in a community alongside the evaluation approach. Over time, through the linking of data and the introduction of new sources, this analysis, which will be carried out by the West Suffolk Corporate policy Team, and the Suffolk Office of Data and Analytics, will become more sophisticated, and will help complement the qualitative observations made through the evaluation approach.

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Evaluation: development of evidence scoring (2017 vs 2018)



Background

As part of an on going evaluation of the “West Suffolk Way” approach and underlying model, officers of the Families and Communities Team undertook two scoring exercises (2017 and 2018).

The exercises involved scoring a selection of projects they had worked with.

Lessons from the 2017 exercise were applied to the refine the scoring model in 2018. On both occasions

1. Communities involved with the project were ‘scored’ on a scale of 1-10 against each element of the model’s five assessment points. This generated quantitative data.
2. Differences in the before/after assessments were calculated to give an indication of change during the time of the Family & Communities involvement
3. Notes and case studies (qualitative data) were also captured to develop the all-important story behind the figures (see Appendix E for case study examples).

Conclusions

1. The scoring methodology is robust, practical and offers helpful insights into the application of the model and understanding of impact.
2. The way the data is presented has developed and assists in understanding where an impact has been made and its scale.
3. Using quantitative and qualitative data side by side helps explain unexpected results and gives extra insight into impacts.
4. Next steps are to:
 - build up a bigger body of data (adopt a standard reporting)
 - introduce internal validation to ensure consistency of the scoring
 - understand benefit in financial terms
 - integrate information with other data sets

Exercise 1: change in project scoring before/after F&C involvement (Forest Heath, 2017)

PROJECT	A Safe Place	Recognising Individuals	Understanding Relationships	Encouraging Agency	Developing Vision	Total by project
Community Venue 1	1.8	1	1.33	0.67	2.67	7.47
Community Venue 2	0.8	0.75	0.33	0.33	1	3.21
Community Venue 3*	0.8	1	0.33	0.33	-0.33	2.13
Youth Project	0.6	1	2.33	0.33	1.67	5.93
Residents Association 1	0.8	1.75	0.67	0.33	0	3.55
Dementia Project	1	1.5	1	0.67	1	5.17
Total Difference	5.8	7	5.99	2.66	6.01	27.46
Average Difference	0.97	1.17	1.00	0.44	1.00	4.58

* Note that the vision of the group scored less favourably after, F&C involvement (a negative value). This reflects the loss of a key community connector. This illustrates how scores reflect real changes in project status – and that not all projects reach their goals at planned assessment points.

Key Impact Areas (2017)

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ELEMENT	A Safe Place	Recognising Individuals	Understanding Relationships	Encouraging Agency	Developing Vision
Community Venue 1		<ul style="list-style-type: none"> Forming group Growing confidence 	<ul style="list-style-type: none"> Forging links 		<ul style="list-style-type: none"> Sourcing investment
Community Venue 2	<ul style="list-style-type: none"> Securing venue 		<ul style="list-style-type: none"> Forging links Increasing engagement 		<ul style="list-style-type: none"> Sourcing investment
Youth Project		<ul style="list-style-type: none"> Forming group 	<ul style="list-style-type: none"> Forging links 	<ul style="list-style-type: none"> Action planning 	
Community Venue 3		<ul style="list-style-type: none"> Improving quality 		<ul style="list-style-type: none"> Action planning 	<ul style="list-style-type: none"> Sourcing investment
Residents Association 1		<ul style="list-style-type: none"> Forming group 	<ul style="list-style-type: none"> Forging links 	<ul style="list-style-type: none"> Problem solving 	
Dementia Project		<ul style="list-style-type: none"> Forming group 	<ul style="list-style-type: none"> Forging links 		<ul style="list-style-type: none"> Sourcing investment

Plotting the key areas of impact, by elements, for each project reveals any pattern.

Observations (2017)

- From these two charts, simple observations can be made:
 - The changes (by element) are all significant, however the lowest score (positive change) measured “encouraging agency”
 - A range of scores (by project) were achieved showing the potential to impact a wide range of projects

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This is a small, illustrative sample only. Across the wider body of work, common themes are emerging suggesting interventions and areas where impact is greatest includes:

- Helping groups to form and set up, involving key community connectors
- Making introductions and exploring collaboration with other individuals and organisations, including ward members
- Encouraging and initiating wider community engagement
- Helping communities to source funding, including Locality Budgets
- Problem solving and ‘smoothing the way’ through bureaucratic processes

F&C Team feedback on using the model

- The underlying model and five elements worked well
- Some assets needed moving to areas where they fitted more naturally
- Not all elements are relevant to every community – and that's OK
- Some guidance and prompts would be appreciated to enable conversations and action planning and to ensure consistency of approach
- An initial assessment may be best carried out once a relationship has begun to be developed with a community and trust has been established to a point where an honest conversation can be had

Learning and Adaptations

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- The model was adapted following feedback from the team after Exercise 1, and the FirstCare consultant report.
- An officer toolkit was developed (Appendix C).
- The Families and Communities team then undertook a second exercise in 2018.
- This involved both a retrospective consideration of projects as a comparison with the first exercise, and introducing communities to co-producing an assessment for the first time.
- The results were presented in a different way, and are shown on the following slides. Initial assessments only have been co-produced with communities so results will follow as projects evolve.

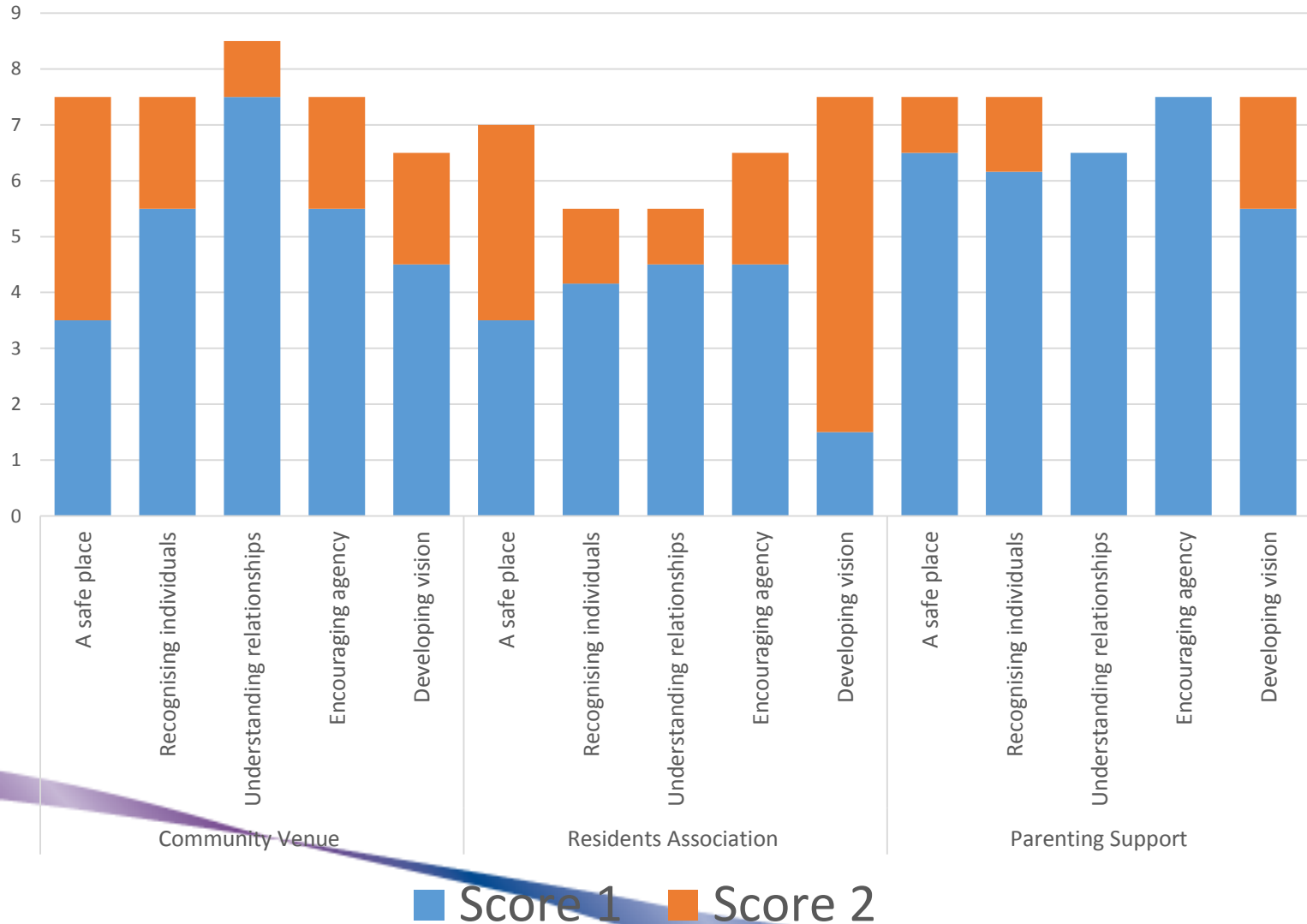
Exercise 2: change in project scoring before/after F&C involvement (Forest Heath, 2018)

PROJECT	A Safe Place	Recognising Individuals	Understanding Relationships	Encouraging Agency	Developing Vision	Total by project
Community Venue	4	2	1	2	2	11
Residents' Association	3.5	1.33	1	2	6	13.83
Parenting Support*	1	1.33	0	0	2	4.33
Total Difference by element	8.5	4.66	2	4	10	29.16
Average Difference	2.83	1.55	0.67	1.33	3.33	9.72

* Note that the zero scores here show no change. This would be typical of an active and well connected group (such as motivated parents) that needs assistance with vision setting or defining their identity. It does not show that an organisation is weak or failing in these areas.

Exercise 2: change in scoring before (1)/after (2) F&C involvement (Forest Heath, 2018)

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Observations from Exercise 2 (2018)

- The second scoring exercise shows the greatest impact the Families and Communities team contributed was 'Developing Vision'.

Eg. the Residents' Association recognised there was a problem but were unsure what to do about it. After the intervention of F&C, they had made solid plans to resolve the issue, using links and networks they had helped enable.

- A further area of significant impact was to a 'Safe Place'.

E.g. In the Community Venue project, feelings of safety and security (the availability of the facility and quality of delivery) were significantly improved when a partner organisation took over the facility and formed a multi-agency steering group of all key stakeholders. This was all enabled by the Families and Communities support.

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Appendix E – Case Study Examples

Community Facility

In 2016 notification came through that a community facility would be closing down, as the provider at the time had decided to withdraw services. This came as a tremendous shock to the users of the facility and the local community.

The facility was supported by a community association and local residents and had become an important part of the lives of the service users and their families. It provided an opportunity for individuals to come together in a safe and caring environment. It was a place that people looked forward to going to, so they could catch up with friends, have entertainment and a nice hot meal. In addition it provided respite and support to families and carers. Individuals and families within the community were upset and unsure of what the options were without the facility or any other suitable provision. Although the town has a wealth of voluntary and community groups there were no other suitable alternatives for the users of the facility.

Initially the facility was due to close in 2016 but Suffolk County Council managed to extend the closing date. This gave us time to work together to find a positive outcome.

After discussions with the five Ward Councillors within the town it was clear to see the community were passionate about keeping this facility open. The Locality Officer pulled together a steering group to discuss the current situation and what the options were moving forward. This included representation from the community association, town council, Forest Heath Cllrs and SCC officer representation and later included the Community Champion from Tesco.

From this meeting it was clear that the town were passionate about keeping the facility open and SCC worked very hard to source a new provider to take over the centre. A social enterprise took over in 2017 but prior to them starting they were invited to the steering group meetings so we could bring them up to speed on the history of the day centre, how the local area works and for us all to support the provider for the success of the facility.

The provider made it clear from the outset that their approach would be focussed on delivering services in a sustainable way and wanted to be a part of the community. They discussed how they planned to change things for better, providing more opportunities with the support of the steering group. The Locality Officer introduced them to many of the key contacts within the town to build upon the existing relationships formed within the steering group. In addition the Steering Group offered up a wealth of information.

As a group we meet together with the provider once a month to discuss progress and support moving forward. Funds are being raised for replacement mini buses.

This has been supported by District Locality Budget and Community Chest, along with other funding streams which Forest Heath and SCC have recommended.

There have been positive steps and numbers have increased at the facility. In addition alternative activities are taking place including a Community Café, Men's Shed and different health clinics. The provider now works closely with community healthcare and also OneLife Suffolk.

It is evident to see that the passion of the community saved this facility and this was done through the support of Suffolk County Council, Forest Heath District Council and the Steering Group. This demonstrates effective partnership working and how we have supported the desires of the community.

Community facility

A piece of land was identified as having potential for a community garden. A team of community volunteers were formed, with the main idea being:

- Leasing the piece of land from SCC
- Renovating buildings and the area into a community facility
- Provide a place for communities to come and enjoy

The locality officer was contacted along with CAS to highlight the project, assist with the legal aspect of transferring the land to the project group and assist with sourcing funding in the future.

The lease was secured in late 2016 and work is ongoing, with volunteers clearing a large piece of the land and uncovering a number of outbuildings.

The work will continue with the main aim to provide a multi use area including toilet facilities, kitchen, tea room, outbuildings, community gardens, sensory gardens, arts and crafts, wild life areas and conservation.

The project is in its infancy and has a long way to go and a lot to offer. Already, it has enabled several people living alone, to work alongside skilled tradesmen. Others have dementia issues and their relatives have expressed continual gratitude for the respite the facility offers, a safe environment where their family member feels worthy and is taken care of.

Residents Association

In the 1960s major changes to a community began when a complex of streets and houses was demolished, making way for blocks of flats. Today many people remember with affection the jumbled warren of streets, houses pubs and shops, and the community spirit that was lost with the buildings.

Although the flats are in close proximity to one another, the sense of community had all but disappeared. The Police responding to community complaints about Anti-Social Behaviour (ASB) and worrying trends of drug related crime and behaviours set up a street meet. The street meetings have been ongoing every 4-6 weeks. In

the initial stages the wider community who have lived in the community for almost three decades were not interested, and the newer tenants even less so.

When the F&C Officer became involved, the street meets had almost reached a point of development but lacked direction and knowing who to ask for help from, although participation from residents had greatly increased. The steering group attached to the street meetings had many delegates but this was new ground being broken and they needed direction.

The F&C Officer was able to speak with a ward member to support the work. This provided an alternative direction for the street meeting. The ward member was already looking at the housing association due to complaints he was receiving from the community.

What the F&C Officer was able to do is bring the two worlds together with willing partners and one goal they all shared, 'make the community a place people wanted to live again, not have to live'.

From this point onwards the street meet were able to drive more energy into the community. The street meeting was feeding into the steering group also. But the Police officer whose energy had got this far was dwindling due to other commitments. The F&C Officer was able to work with them to establish what was needed to ease the pressure. The F&C Officer led the partners at the steering group and asked the ward member to sit as chair.

There have been several outcomes and changes as a result of the F&C intervention:

- The community group has come together to create a residents association, bringing the right people together and supporting the street meetings.
- The ward member leading the group has led work with the landlord housing association, supporting residents in reporting faults and seeking solutions
- The ward member has taken the lead as figurehead of resident community group, working with the community Chair of the group, providing leadership and direction.

The F&C team have been instrumental in bringing this together by drawing on bringing the right people, accessing funding and building relationships. The ward member has taken the opportunity to get involved with the development of the residents group and the steering group with many partners.

The diverse population are now starting to communicate and engage with each other and access services they once may not have done.

Masterplanning – example of inter-departmental working within West Suffolk councils that is now embedded for future work of this type

In 2017, the masterplan was prepared in order to add detail to and help implement policies set out within the Bury St Edmunds Vision 2031, and the St Edmundsbury Core Strategy which was adopted in December 2010. The masterplan was formally prepared as a supplementary planning document (SPD) thereby forming part of the statutory planning policy framework for Bury St Edmunds.

It was decided at a very early stage that the masterplan needed to be co-produced with the people who live in, work in and visit BSE town centre. BSE will be subject to

a growth in population and the town centre needs to meet the needs of everyone who does, and will, use it for whatever purpose.

The F&CO became part of the core officer group in autumn 2016, when the masterplan process was initiated. She developed, in partnership with the other officers, a consultation plan for each stage of the process, closely linked to the communications plan.

During the preparation of the Issues and Options Report, the first stage, the F&CO brought together the Bury Assembly of Associations – all the residents associations across the town, and formed an Accessibility Group consisting of 10 organisations working with people with additional needs. These groups came together and gave their views on issues in the town centre and possible ways these could be addressed. The outcomes of these meetings were passed to the appointed consultant and form part of the masterplan evidence base.

The F&CO, in close collaboration with the core team, wrote the content for the consultation materials and liaised with the consultant to design and produce them. She also contributed to reviewing the consultant's materials and the online survey with a view to making them as accessible as possible.

She organised 20 public consultation events throughout the two consultation periods at which the public can meet the project team, organised installations at five venues throughout the town centre and information points at a further seven public venues. She also provided updates on the consultation to the Working Group, WSc committees and the Town Council.

Over 8,000 comments were received during the two consultation periods and the final masterplan, which was built on the view received, was adopted in December 2017.

Overview and Scrutiny Committee



Title of Report:	Annual Presentation by the Cabinet Member for Families and Communities	
Report No:	OAS/FH/18/021	
Report to and date:	Overview and Scrutiny Committee	12 July 2018
Portfolio Holder:	Councillor Robin Millar Cabinet Member for Families and Communities Tel: 07545 423782 Email: robin.millar@forest-heath.gov.uk	
Lead officers:	<p>Davina Howes Assistant Director (Families and Communities) Tel: 01284 757070 Email: davina.howes@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 Families and Communities on his portfolio responsibilities, and having considered the information, the Committee may wish to:</p> <p>1) Make recommendations to the Cabinet Member for Families and Communities for his consideration;</p> <p>2) Request further information and / or receive a future update.</p> <p>3) Take any other appropriate action as necessary.</p>	
<p>Key Decision:</p> <p><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></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>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:			
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)
	Low/Medium/ High*		Low/Medium/ High*
None			
Wards affected:		All	
Background papers:		None	
Documents attached:		<p>Appendix A – Community Chest application form and guidance</p> <p>Appendix B – Community Chest case studies</p>	

1. Key issues and reasons for recommendation

1.1 Background

1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members. To carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall be invited to give an account of his or her portfolio and to answer questions from the Committee.

1.1.2 Last year, on 20 April 2017, Councillor Robin Millar, Cabinet Member for Families and Communities attended this committee and presented a report which summarised the areas of responsibility covered under his portfolio.

1.2 Scrutiny Focus

1.2.1 The scope of this report differs from that of last year as the Cabinet Member has been asked to prepare a report which answers the following specific questions identified by the committee members as being relevant to the housing portfolio:

- 1) **Community Chest Funding:** Have the objectives of the Community Chest Funding worked, and are there any revisions needed moving forward?

1.3 Response to Key Questions Set out in the Scrutiny Focus

1.3.1 **Community Chest Funding:** *Have the objectives of the Community Chest Funding worked and are there any revisions needed moving forward?*

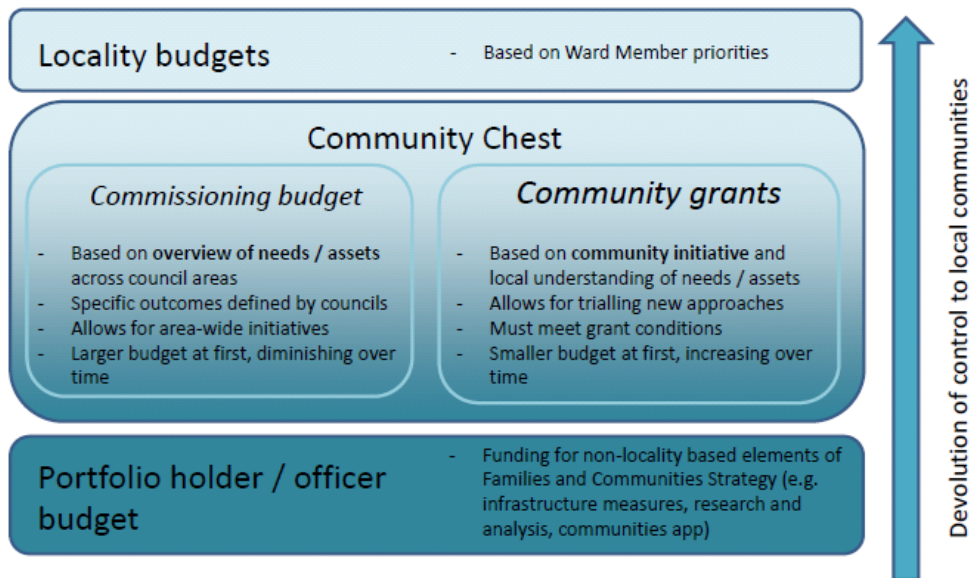
1.3.2 Community Chest funding – history and process

1.3.3 Up to 2015/16, Forest Heath DC provided on-going funding to a number of Voluntary and Community Sector (VCS) bodies. There was no formalised application process and the funding was managed via a service level agreement process.

1.3.4 The Community Chest grant scheme opened in 2015/16, running alongside the last year of core funding. An annual application and quarterly monitoring process was introduced, administered by the Families and Communities Team.

1.3.5 The aim of moving to a separate Community Chest budget was to enable the councils to clearly analyse and monitor the money going to communities to ensure this is making the expected difference, where outcomes are achieved and families and communities are thriving.

Families and communities - funding approach



1.3.6 The Community Chest was introduced in line with a wider review of the Families and Communities Funding approach and the above diagram shows how this is allocated. It represents a simplified mix of funding types, with differing degrees of devolution of control to local communities to ensure that, on the one hand, specific local priorities can be supported, especially where led by the Ward member in their capacity as a community leader (i.e. Locality Budgets). On the other hand, it allows the councils to address strategic priorities that emerge across West Suffolk, where our research and analysis demonstrates that action is needed at a larger geographical scale (i.e. portfolio holder / officer budget).

1.3.7 It was intended that Community Chest would be characterised by two different types of funding, depending on which is most appropriate in the circumstances:

- grant funding, where interested groups are invited to come up with proposals that help to meet the councils' priorities for families and communities. The grant applicant describes the local need and its proposed approach, including innovative approaches;
- commissioning, where outcomes are defined by the councils, in conjunction with the community, and voluntary and community groups are invited to bid for funding on the basis that they will meet the defined outcomes.

1.3.8 The commissioning route was used in the first year where we tendered a proportion of the Community Chest to ensure Financial outreach support was delivered in FHDC. At this time it was noted that there was a gap in this nature and the Community Chest was used to shape the market. The Suffolk West Citizen's Advice were successful with

their bid. Due to the success of the grant funding and range of applicants this attracted, the commissioning element has not been needed as envisioned.

- 1.3.9 Consideration of all applications for the Community Chest Grant funds and decisions about which to fund are undertaken each year by the Cabinet Member for Families and Communities under delegated powers, assisted by the Families and Communities team. Decisions are then passed to Cabinet for information and comment.
- 1.3.10 **Community Chest funding – Grant Funding allocations**
- 1.3.11 The Community Chest Grant funding application process opens annually, between July and September each year, for funding periods commencing the following April. Each year we have received feedback from the process and as a result of this small changes have been made, for example stream lining the paperwork for applicants.
- 1.3.12 There is full guidance and an application form available via the website and in hard copy (**Appendix A**). Prospective applicants are encouraged to speak to the Families and Communities locality officers and grants specialist officer prior to applying to ensure applications are fit for purpose. This approach has led to an increase in relevant, well considered approaches as well as increase in community connections.
- 1.3.13 There has been an annual budget of £185,250 for Forest Heath since 2016/17. For 2017/18 additional Public Health funding of £69,054 was secured to fund health-focused projects.
- 1.3.14 Since 2016/17, the Forest Heath Community Chest fund has received 63 applications, of which 32 have received funding. The average annual grant awarded has been £14,217. This figure includes funding to Newmarket and Suffolk West Citizen’s Advice for free information, advice and advocacy services and the commissioned MoneySmart financial awareness programme at a total of between £101,787 and £110,150 per year.
- 1.3.15 Three year funding agreements have been given to two organisations and four projects have received two year funding agreements since 2016/17.
- 1.3.16 Recent applications have highlighted a different form of funding request, which is better understood as “investment” rather than grant or commissioning. These investments typically address growth in the capacity of the organisation to capture a particular opportunity, meet a new need etc. There is typically exceptional potential, capacity and/or interest in the organisation or idea from other partners or the public.

- 1.3.17 On one hand, this diversification of funding application reflects the maturation of the local market. It points to a successful market shaping by Forest Heath that people are coming forward with more ambitious projects and ideas. However, this has also placed new challenges on our funding criteria.
- 1.3.18 Our conclusion is that, like businesses trying to grow, rather than businesses who need money for day to day operating, these are best handled in association with different funders. Our F&C officers are well placed to help such organisations develop sustainable “business” and action plans, but we have now built stronger links with Suffolk Community Foundation and other external bodies which can provide the actual investment and advice on growth and scalability.
- 1.3.19 **Community Chest funding – monitoring**
- 1.3.20 Each grant recipient is allocated an officer from the Families and Communities team who is responsible for monitoring. The allocation is based on the officer’s specialism (e.g. Families or Vulnerable Groups) or locality, whichever is deemed the best fit.
- 1.3.21 Each Community Chest grant recipient signs a grant agreement setting out terms and conditions of funding and the expected outputs and outcomes during the grant term, based on the information contained in their grant application.
- 1.3.22 The Families and Communities officer is responsible for ensuring quarterly reporting is received from each organisation in their care and that any issues are flagged and addressed. The officers often also work alongside grant recipient organisations through their specialism or locality roles to ensure optimum benefit is received by communities and links across both funded and non-funded projects can be made.
- 1.3.23 All grant recipient organisations have met or exceeded their grant agreement terms. In a few cases where unexpected circumstances have led to a change in delivery expectations, Families and Communities officers have worked with the organisations concerned and the Families and Communities Grants specialist to amend and record changes in the grant agreement and to ensure organisations meet the new terms.
- 1.3.24 Since 2017-2018 funding year, each grant recipient organisation is required to provide a case study to demonstrate the outcomes their grant funding has enabled. A selection of these are presented in **Appendix B.**

1.3.25 **Next steps**

1.3.26 As from 2018/2019 Families and Communities officers are being encouraged to work with new projects to further consider their approach to sustainability and become less reliant on smaller funding grants. This approach has led to the establishment of Community interest companies, projects understanding the benefits of a good business plan and working with officers on larger funding bids.

1.3.27 The Community Chest and wider Families and Communities Funding approach will be fully reviewed as part of arrangements for single council. This will include reviewing the governance and robustness and transparency of the process and the importance of political direction setting on funding criteria.

1.4 **Proposals**

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

1

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Appendix A Forest Heath District Council Community Chest Funding 2018/2019

Guidance for applicants

Forest Heath District Council's Community Chest provides grants to organisations that work to benefit local residents.

Please read the following guidelines to find out:

1. Our approach to funding
2. Who can apply to the Community Chest
3. Guidance and funding restrictions
4. How to apply
5. How your application will be assessed
6. What happens next
7. Community Chest Scoring Matrix
8. Example funding agreement

CONTACT US

If you have any questions about the Council's Community Chest grants, or would like to discuss your project with us before making an application, please contact us on:

01284 757077 or email polly.kane@westsuffolk.gov.uk

1. Our approach to funding

1.1. Introduction to the Families and Communities approach

The council is committed to supporting families and strengthening communities to enable them to help themselves, their neighbours and the local area.

Some of the difficulties experienced by our residents could be prevented or tackled early if support were available close to home, for example, from within the family or community. Through our Community Chest Scheme we welcome applicants from organisations who can help us to deliver our families and communities approach.

The Families and Communities Approach is based on the 'Strong Foundations' model. This sets out the five key elements we believe are the building blocks for resilient and thriving communities.

Element 1: **A Safe Place** – is about working in a way which increases the safety of a place and people's sense of the place in which they live, work or visit. It can apply to emotional safety as well as physical.

Element 2: **Recognising Individuals** - is about working in a way which recognises people's individuality, that differences matter and that each person has different needs and strengths. It applies to the development of, and respect for important concepts such as self-identity, self-esteem and self-worth. It embraces culture and values

Element 3: **Understanding Relationships** - is about working in a way which recognises the context of relationships and the connections that exist between people, in spite of difference, be they transactional, nurturing, emotional, practical etc.

Element 4: **Encouraging Agency** - is about working in a way which encourages people to help themselves, validating their own ability whatever size, recognising that taking action is an important step to change, development and improvement. At a personal level this increases people's ability and capacity to demonstrate power, influence and control over their lives.

Element 5: **Developing Vision** - is about working in a way which builds positive goals and an understanding of what is being worked towards.

The council is seeking to fund organisations who help communities work towards strengthening these elements and towards delivery of the **Families and Communities Strategy**.

1.2. Available funding

There are two sources of funding provided to community-led groups and organisations by the Council:

Locality Budgets

- Each Ward Councillor holds £2,500 each year
- Funds are allocated to community groups and organisations whose work directly benefits the residents of their Ward and helps councillors to meet their priorities
- Funded activities must have the support of the communities in which they are delivered
- These payments do not provide ongoing or repeat funding for the same project or service
- Community groups and organisations may apply for Locality Budget support by contacting the relevant Ward Councillor direct
- The minimum amount that can be requested is £100

Community Chest

- Typically one-time funding, although can be for two years
- Includes core funding and delivery of services and projects
- Funded activities must help deliver the Families and Communities Approach and Families and Communities Strategy
- Eligibility criteria apply
- Includes an element of monitoring and evaluation
- The minimum amount that can be applied for is £1,000

Details on Locality Budgets and other available grants from the council can be found at <http://www.westsuffolk.gov.uk/community/community-grants.cfm>

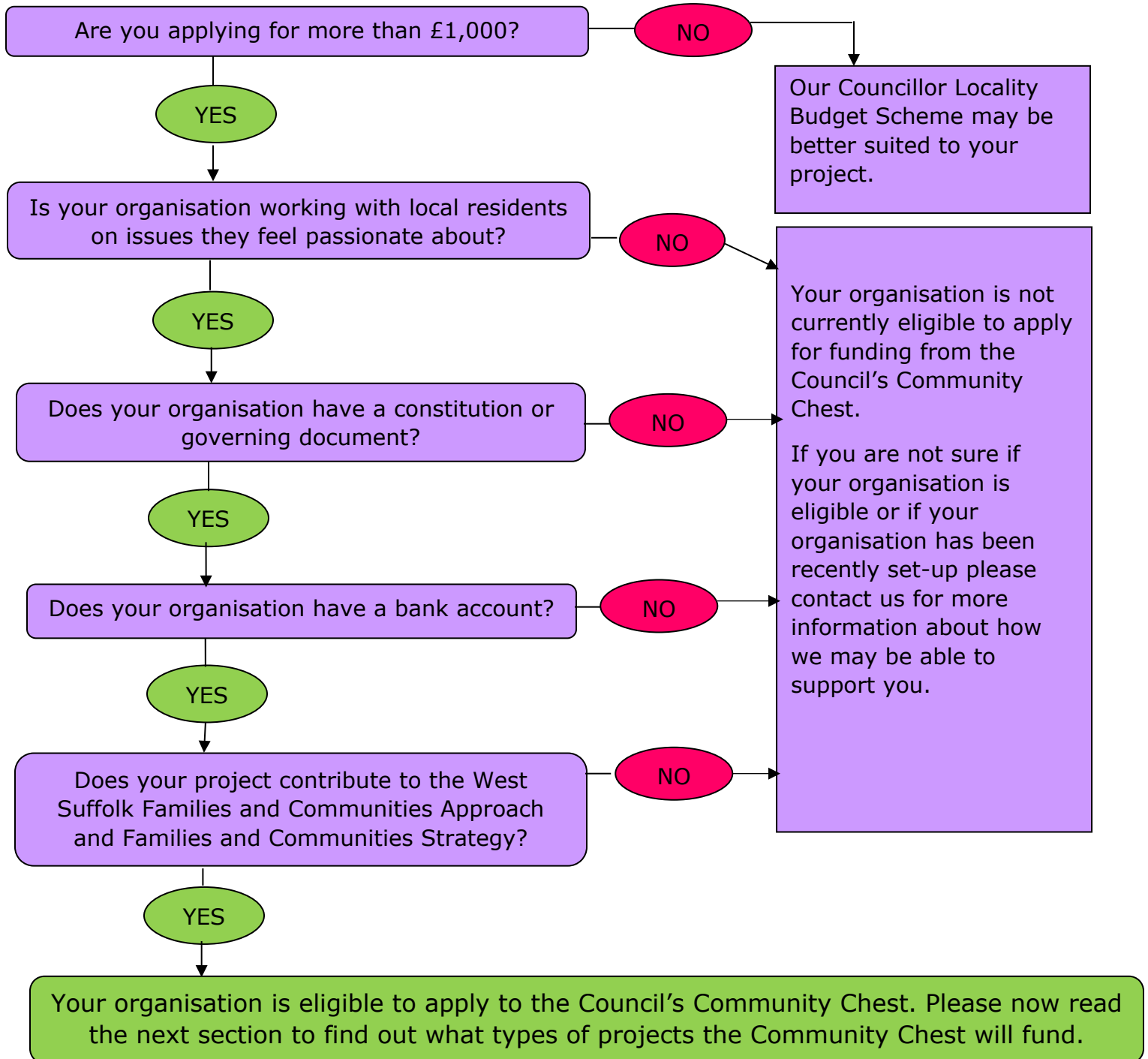
The West Suffolk Families and Communities Strategy can be found at http://www.westsuffolk.gov.uk/council/policies_strategies_and_plans/morepoliciesstrategiesandplans.cfm?aud=council

2. Who can apply to the Community Chest?

In order to apply for Community Chest Funding, groups and organisations must;

- Have a constitution or set of rules by which they operate
- Have a management committee or board of trustees
- Have a bank account requiring at least two unrelated signatories
- Be seeking to deliver activities within the Forest Heath District Council area for the benefit of its residents

2.1. Is Community Chest funding for us?



3. Guidance and Funding Restrictions

3.1. Eligibility criteria

The applying organisation must;

1. be a voluntary, charitable, community, faith group or social enterprise organisation and not an individual, business, public body or political party
2. have a bank account in the name of the organisation and with two signatories
3. must have in place appropriate insurance, risk assessments and/or health and safety policies
4. report regularly to the West Suffolk councils on the use of the funding and its impact, including progress towards any agreed outcomes or targets

3.2. Application guidance

Throughout the application the applicant should evidence;

5. how the project has come from the community's desire to improve the lives of local people. Successful applications will show how the project is supported by local people, for example, by providing evidence of how the community have been involved in the project and any consultation that has taken place
6. how the funding will help local people support one another
7. how the funding will help grow voluntary, community or social enterprise organisations
8. the results that the funding will achieve in Forest Heath
9. how the project is supported by evidence that action is needed. This can be in the form of facts and figures as well as case studies and may be locally collected, or based on existing research
10. how the proposed project will contribute to West Suffolk's strategic objectives and specifically its Families and Communities Approach and Families and Communities Strategy
11. how the project promotes innovation in working with communities, for example, by trying new approaches to supporting local communities that could be tried elsewhere in West Suffolk and beyond

Please adhere to the word limits where stated. Any text in addition to the advised limit will be disregarded.

3.3. Funding restrictions

Grants are awarded on the understanding that funding;

12. is for projects which are going to happen in the future (no retrospective applications)
13. is not just for research or analysis
14. is for work that will benefit people who live or work in Forest Heath District Council area
15. is not for promoting a religious or non-religious belief or philosophy or party political view
16. will not be used for work or activities that are the statutory responsibility of a public body and already funded by the tax payer (for example, highway maintenance, mainstream education provision)

17. will, where possible, be match funded by funding from other organisations.
18. will not be awarded from more than one West Suffolk grant programme for the same work (for example, Community Chest and Locality Budgets). Match funding could include in-kind contributions such as volunteer hours;
19. should not usually be used to pay the running costs of an organisation, except on a seed-funding basis, that is, where an initial injection of funding is needed in order to help attract further support; and
20. will, usually be for a period of one year, but with the option of two or three-year grant awards where appropriate.

4. How to apply for a grant from the Community Chest - Financial Year 2018/2019

Applications are open until **5pm Friday 29th September 2017** and successful grants will be awarded by the end of December 2017 and paid in April 2018.

You can apply for a grant from the Council's Community Chest by completing an application form. The Application Form along with other useful documents can be found at www.westsuffolk.gov.uk/community/community-grants.cfm

Community Chest funding is offered by both St Edmundsbury Borough Council and Forest Heath District Council, although as the decision making process is different any projects applying for funding across West Suffolk, must apply separately to each council.

If you would like to discuss your activity or draft application before you submit it you are very welcome to do so using the 'Contact us' details on page 1.

5. How your application will be assessed

- When you have submitted your application your project will be reviewed. We may contact you for clarification on the information you have provided
- Recommendations on funding are then made to the Portfolio Holder for Families and Communities.
- When the recommendations are approved we will write to you to let you know the outcome of your application. Decisions on applications are final and there is no appeals procedure

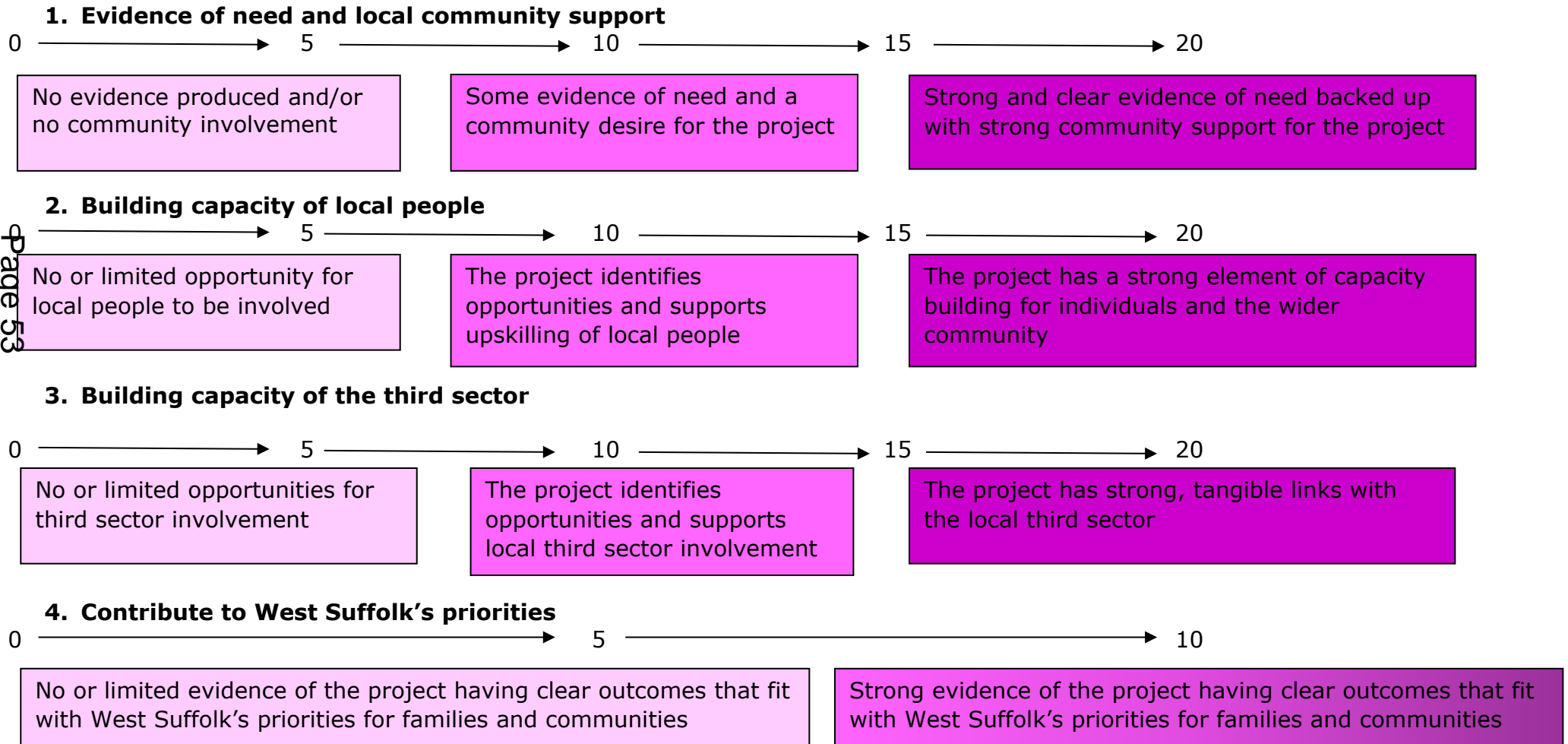
6. What happens next

- If successful, you will be asked to sign a Grant Agreement, setting out the Terms and Conditions of your grant and the outputs and outcomes you will be expected to achieve and report to the Council, taken from your grant application form
- Once your signed Grant Agreement is returned and verified, this will enable your payment to be made.

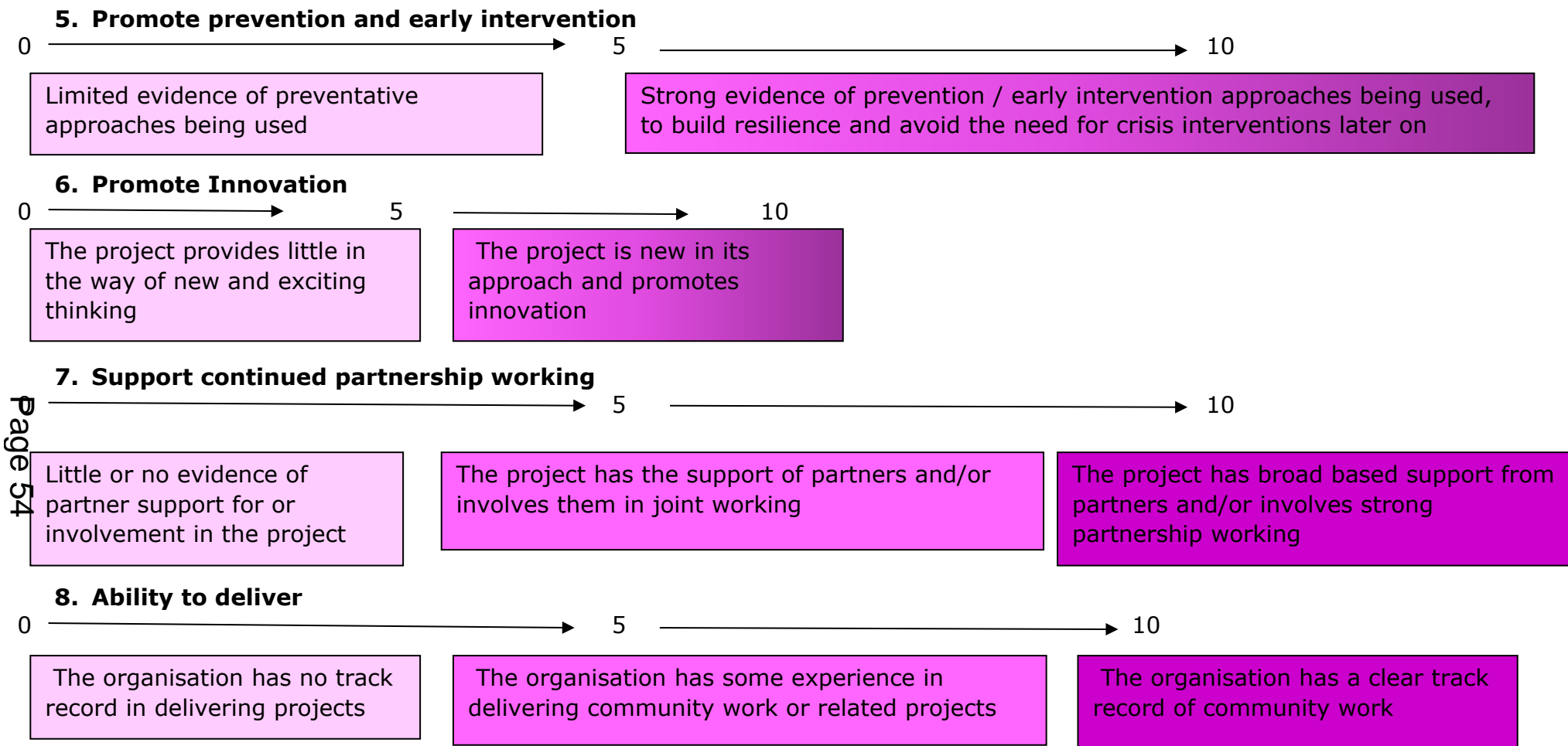
7. Community Chest Scoring Matrix

This is the scoring matrix the Council uses to evaluate applications for Community Chest funding.

Assessment criteria



page 53



8. Sample Grant Agreement

You will be expected to sign and return a completed Grant Agreement before your grant is paid to you. The Council is aware that many voluntary organisations and charities spend a lot of time reporting to their funders and we would like to minimise this burden as much as possible, so you can get on with the important work of helping our communities.

We therefore do not have a prescribed monitoring form. You can provide monitoring in a format that suits you, as long as the agreed outputs and outcomes are clear and you provide a case study at some point during your grant period.

Community Chest Sample Grant Agreement



Name of organisation/principal partner	Address:
Contact details:	

Funding: Community Chest funding has been approved by the Forest Heath District Council to the sum of £xxxx towards [name of project]. This funding has been approved for the financial year xx/xxx or years XXXX/XXXX This Funding Agreement is between the Council and the Service Provider and shall begin on xx/xxxx
Summary of the purpose of the funding and outputs and outcomes to be achieved: Outputs (what has been delivered):

Outcomes (the effect the activity has had on those taking part in or receiving it):

Monitoring	Officer Comments
<p>We request the following information which we will require quarterly, by the end of the month following each quarter:</p> <ol style="list-style-type: none"> 1. Delivery of the above project 2. Number and demographics of attendees 3. Evaluation evidence of the outcomes in red. <p>We request the following information which we will require annually, at a time of your choosing:</p> <ol style="list-style-type: none"> 4. A case study demonstrating the outcomes and impact of the project 	<p>Monitoring information to be presented in a format decided by the grant receiving organisation.</p>
<p>[Name of organisation] will deliver adhere to the aims, activities and objectives outlined within the Community Chest Grant application.</p> <p>Payment of these grants will be made by the BACS transfer system direct to the Bank Account</p>	<p>[information to be added as appropriate to each successful application]</p>

Funding Restrictions - please refer to the information contained in the guidance section of the information pack.

Withholding, suspending and repayment of grant

The councils intention is that the Grant will be paid to the Recipient in full. However, without prejudice to the councils other rights and remedies, the council may at its discretion withhold or suspend payment of the Grant [and/or require repayment of all or part of the Grant] if:

- a. the Recipient uses the Grant for purposes other than those for which they have been awarded;
- b. the delivery of the Project does not start within the agreed time period of the Commencement Date and the Recipient has failed to provide the council with a reasonable explanation for the delay;
- c. the council considers that the Recipient has not made satisfactory progress with the delivery of the Project;
- d. the Recipient is, in the reasonable opinion of the council, delivering the Project in a negligent manner;
- e. the Recipient obtains duplicate funding from a third party for the Project;
- f. the Recipient obtains funding from a third party which, in the reasonable opinion of the council, undertakes activities that are likely to bring the reputation of the Project or the council into disrepute;
- g. the Recipient provides the Funder with any materially misleading or inaccurate information.

To be signed (wet signature required) by an authorised official of the organisation

The payment of this funding is subject to the delivery of the project detailed above and compliance with all funding restrictions.

On behalf of the organisation above, I agree to the terms and conditions set out here and in the grant application documents.

Signed: Print Name:

Position: Date:

Organisation:

Forest Heath District Council Community Chest Grant Application Form Part A



Community Chest funding supports voluntary and community groups who make a contribution to improving the quality of life for people in West Suffolk. The information you provide will help us consider your application. If you have any questions, please give us a call on 01284 757077. Before completing this form, we ask you to please read the guidelines, which are available on:

<http://www.westsuffolk.gov.uk/community/community-grants.cfm>

Please return your completed, signed form and supplementary documents to:

polly.kane@westsuffolk.gov.uk.

Please Note: This form is for applications to the Forest Heath District Council Community Chest grants scheme. If you wish to apply to St Edmundsbury Borough Council the St Edmundsbury form can be found on the Community Grants page above. If you wish to apply to both councils, you will need to complete a separate form for each, clearly stating how your activity will benefit the area.

1. Contact Details

Organisation/lead partner name	
Organisation Address	
Postcode	
Organisation main email	
Organisation main tel.	
Organisation website	
Organisation Twitter	
Organisation Facebook	

Contact Person 1 (main contact)		Contact person 2	
Name		Name	
Position in organisation		Position in organisation	
Daytime tel.no		Daytime tel.no	
Mobile		Mobile	
email		email	
Address if different to organisation's		Address if different to organisation's	
Postcode		Postcode	

2. About your organisation

2.1. Which local authority area(s) does your organisation currently work in?

2.2. What type of organisation are you? (please check the relevant box)

Registered charity <input type="checkbox"/>		Charity number:
Applying for charitable status <input type="checkbox"/>		
Company limited by guarantee <input type="checkbox"/>		Company number:
Community Interest Company <input type="checkbox"/>		
Part of a larger regional or national charity (Please state which one) <input type="checkbox"/>		
Constituted Community Group <input type="checkbox"/>		
Social Enterprise <input type="checkbox"/>		What type?:
Other (Please specify) <input type="checkbox"/>		

2.3. How many people are currently involved in your organisation?

Trustees		Management Board	
Management team		Service users	
Full Time paid staff / workers		Volunteers and helpers (non-management)	
Part Time paid staff / workers			

2.4. When did your organisation start? Year

2.5. What is the purpose of your organisation? Please briefly describe why your organisation was set up, its aims and objectives, what activities it carries out and who primarily benefits.

Maximum 300 words

2.6. What was your organisation's total income for last financial year? £
(your branch if part of a larger organisation)

2.7. What was your organisation's total expenditure for last financial year? £
(your branch if part of a larger organisation)

2.8. Does your organisation have more than six months running costs? Yes/No
(your branch if part of a larger organisation)

2.9. What are your organisation's current unrestricted reserves or savings? £
(your branch if part of a larger organisation)

3. About Your Project

- 3.1. What do you want the funding for? Please be specific. Please note that 'project' is meant to describe the project for which you are seeking funding, and not your organisation. Please include outputs (what you will deliver).

Maximum 300 words

- 3.2. How does your project contribute towards the Council's Families and Communities Strategy and Families and Communities Approach? Please refer to guidance and reference both in your answer.

Maximum 300 words

- 3.3. How many people will benefit from your project (on a weekly, monthly or annual basis) and how? Please include outcomes (how your project will benefit the people who are involved in it) and how you will collect evidence of this.

Maximum 300 words

- 3.4. Are you working with any other organisations/groups on this project? Yes / No

If yes, please state the names of these organisations/groups and the nature of the relationship.

Maximum 150 words

- 3.5. What evidence do you have that there is a need for this project? Please include sources of evidence, including any public/user /community consultation and research you have carried out.

Maximum 200 words

- 3.6. How has the project been developed out of the community's desire to improve the lives of local people? What role have users and/or the community had in developing this project?

Maximum 200 words

4. Timescales and sustainability

- 4.1. When will your project start and end? (the period for which you are asking the Council for funding)

Start date

End date

- 4.2. If this is an ongoing project, how will it be funded and supported after the end of the grant period?

Maximum 150 words

5. Funding request and budget

- 5.1. Which years are you applying for funding for? Please delete as applicable

2018/2019

2019/2020

- 5.2. What is the total cost of the project? (project costs only, not for your whole organisation and not just the funding you are requesting)

£

- 5.3. Please provide a full breakdown of the total cost of this project, including VAT if applicable. Please only include direct expenditure for this project.

<u>Item</u>	<u>Amount</u>
Staff and volunteers (including roles, hourly rates and NI/tax contributions where applicable)	
Overheads (including items such as venue/office costs, utilities, back office services, insurance)	
Equipment and resources	
Other	
Total	£

5.4. Please provide a full breakdown of all other funding and in-kind support* you have secured for this project.

Item	Amount
Funding already secured (please detail funders, amounts and funding periods individually)	
Volunteer contributions (including estimated hours given and roles)	
Equipment and resources (please itemise)	
Other	
Total	£

*In-kind support is assistance and items you would normally expect to pay for, but which you are getting for free, such as volunteer hours or a free venue. You might find it useful to give volunteer hours a value, such as the minimum wage, or higher if you have volunteers with particular expertise it would be expensive to pay for.

5.5. What other funders have you applied to for this project but have not yet had a decision from?

Funder	Amount requested	Decision timescale
	£	
	£	
	£	

5.6. How much funding are you applying to us for?

2018/19 £ **2019/20** £

5.7. What other grants and contracts has your organisation received over the past three years from either Forest Heath District Council or St Edmundsbury Borough Council?

Funding Source	Amount (£)	Reason for funding
Total:		

Thank you for completing Part A of the form. Please continue to part B.

Forest Heath District Council Community Chest Grant Application Form



Part B

1. Your organisation's bank details

If you are successful we will make payment direct into your bank account via BACS. Please enter the details of your bank/building society below.

Name of Bank/Building Society			
Sort Code		Account Number	
Do you have at least two unrelated cheque signatories? (Please note that signatories must not live at the same address.) Yes / No			

2. About your organisation's independent referees

You must provide us with details of **TWO** independent referees. Your referee must be a person with a professional or public position whose status we can check. They must be completely independent of your organisation but be knowledgeable about its operation and know about the project for which you are requesting funds. Please do not give the details of a relative, friend, partner another member of the group, or anyone who would benefit from a grant being awarded to your project.

All information provided will be held in accordance with the Data Protection Act of 1998.

First Referee		Second Referee	
Title		Title	
Forename		Forename	
Surname		Surname	
Occupation		Occupation	
Daytime Tel No.		Daytime Tel No.	
Evening Tel No.		Evening Tel No.	
Mobile No.		Mobile No.	
Email		Email	
Address Ln 1		Address Ln 1	
Ln 2		Ln 2	
Ln 3		Ln 3	
Town/City		Town/City	
Postcode		Postcode	

Supplementary documents checklist

Please send the following documents with your signed application. We will only process the application when we have received them. Please check the boxes as required below.

✓	Please include:
<input type="checkbox"/>	Constitution or signed set of rules
<input type="checkbox"/>	Last year's annual accounts or financial statement signed by your treasurer
<input type="checkbox"/>	Copies of written quotes or catalogue pages, if asking us to fund equipment

<input type="checkbox"/>	Please confirm your organisation has the following (if we need to see the following documents we will contact you):
<input type="checkbox"/>	Equal Opportunities Policy, signed by your Management Committee
<input type="checkbox"/>	Child Protection Policy, if applicable, signed by your Management Committee
<input type="checkbox"/>	Vulnerable Adults Policy, if applicable, signed by your Management Committee

Declaration

1. I am authorised to make this application on behalf of this organisation.
2. I certify that the information contained in this application is correct.
3. If the information in the application changes in any way, I will notify the Council.
4. I give permission to the Council to contact other parties (specifically specialist advisors/experts and community referees) who will help the processing of this application.
5. I give permission for the Council to record the information in this application electronically and to contact the organisation by telephone, post or email to discuss its activities and funding opportunities.
6. I understand that this application will not be considered until the Council has received a signed application form and all required supporting documentation.
7. I understand that the details of this application may be considered by Councillors in a public meeting. All non-personal and commercially sensitive information will be removed prior to publication of any public report.
8. Funding will not be used for any fraudulent or illegal activity or any practices which would bring West Suffolk councils into disrepute
9. I agree to publicise the support of public funds through the West Suffolk councils on any publicity material relating to the funded project/activity and use the agreed style guide.

Signed*		Date	
Print Name		Position	

*Please note – an ink signature is not required when the form is submitted from the main organisation email or the main contact’s email. An electronic signature or typed name will suffice.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cf

Community Chest Case Studies – Forest Heath District Council 2017/18 grant year funding

1. Abundant Life Church

Dean lives in Lakenheath with his wife and two children and has lived in the village for about three years. He has been attending our dads and children's clubs since March 2017. He has gradually grown in confidence and involvement in the project. His children love coming to the club and the whole family have enjoyed some of our family events. Dean is now regular in attending Dads Drop-in and Time Out for Dads too. He completed the Dads Matter Course last year and is keen to volunteer with the project.

He has offered to be trained as a First Aider for the groups (which he has experience in) and to help develop our new website which we hope to have ready by the end of April.

It has been very encouraging to see the way Dean embraces fatherhood and is inspired to help other dads in their role as fathers. He has great ideas and is keen to help move the work of EPIC Dad forward. He is a great example of what we want to achieve through the project with a dad benefitting from the project then seeking to help others have the same experience. Dads, like Dean, are inspiring us to put together an official Volunteer Training Programme (Fatherhood Champions) which we plan to work on over the summer and launch in late September.

2. Fresh Start New Beginnings

16 year old female: Befriended by an adult male she met on Facebook – the family were groomed to an extent where the perpetrator was often used for babysitting. The perpetrator is now in prison after being found guilty of sexual offences against a child.

Since the abuse the child has had two suicide attempts, poor self image, low self esteem, low self confidence, lack of trust in others, low mood, poor sleep, flashbacks, feeling sick each morning, anxiety, poor coping strategies, isolation, self blame. This will be a long term piece of work due to the extent of the symptoms. Unfortunately her parents do not want to attend our parenting group and we now see the young person weekly near to her home. A safety plan has been agreed and implemented and progress is gradually being made.

3. Newmarket CAB

Client is a man in his late 40's and suffers from PTSD, he is unable to cope with unfamiliar situations or people. His entitlement to Employment Support Allowance was reviewed and following an assessment, he was placed in a Work Related Group meaning he was required to engage in activities aimed at preparing him for employment.

After some work to gain his trust, the client attended our office with his paperwork. The client's GP had provided written evidence that the client had suicidal thoughts and that he (the GP) felt, "being put into an unfamiliar situation would push him

beyond the safe limits regarding his mental health and anxiety". Following our intervention, the decision was reversed for eighteen months while the client receives specialist psychiatric support.

4. Newmarket CAB

Client is an elderly lady, who lives on her own and presented as slightly confused. She telephoned us because she had fallen behind with her utility bills due to estimated bills, but was unsure what she could do about it.

The client has mobility problems and said she was unable to attend the bureau: however we needed to see specific paperwork and get her form of authority to act on her behalf, so we:

- Arranged transport to our office
- Confirmed she was receiving the correct benefits
- Arranged a repayment plan for the debt
- Gained agreement from the utility provider that her bills should not be estimated
- Asked her landlord to consider changing the form of heating (night storage)
- Once the debt was cleared, arranged a change of tariff to something more affordable

5. Newmarket CAB

Client C is a woman in her early thirties with a small child. Over eighteen months, we had 97 contacts with this client. She originally presented as homeless in 2016 following a relationship breakdown. She had left the relationship with debts and no possessions. Over the following year, we assisted the client with housing and benefit issues and started work on addressing the debts.

Early in 2017 the client's ex-partner moved to this area and the client stopped interacting with us, she felt able to address the debt issue herself. By September 2017 her relationship had broken down again, her ex-partner had left her with more debt and she had fallen behind with her rent, putting her tenancy at risk.

We supported the client by arranging a Debt Relief Order for the debt which was now in excess of £13k: she has a part-time job and is able to cope on her income. However of concern is that the rent arrears have affected her tenancy and her housing association have extended her starter tenancy for another six months. We have stressed to the client that it is imperative that she comply with the landlords wishes, as otherwise she may become homeless.

6. Our Special Friends

We were contacted by a 40-year old single father through signposting by the local council, as he had been made homeless through eviction following drug addiction which had begun at age 14. At the point of contacting OSF, the client had been clean for 7 days, and has been substance free ever since.

His need for support from OSF was due to the fact that his emergency housing had a no pet policy, and he needed to get a job to pay debts and pay future rent. The client had owned his two dogs since they were puppies and was devastated at the prospect of having to relinquish ownership of his beloved animals.

OSF found a volunteer who offered to foster both the animals, and agreed to continue to foster the dogs when it became apparent that the search for pet friendly accommodation was not going to be simple.

On initial assessment of the dogs, OSF established that both dogs needed urgent vet attention. One dog had a corneal laceration by cat, and the second dog had severe dental issues, which required a full dental treatment. Both dogs also needed to be microchipped. OSF paid for all of the treatment.

Due to problems with obtaining pet friendly accommodation; our client struggled for months to find suitable housing. Eventually, OSF contacted the local MP to see if more could be done to support the client and reunite him with his dogs. OSF provided our client with some additional signposts for housing. 4.5 months after his initial call to OSF for help, our client had secured the pet friendly accommodation he needed, and he continues to be "clean" and in permanent work. He was reunited with his dogs when he moved into his new accommodation.

The owner did not have to give up his animals, and was able to focus on finding suitable housing with the knowledge that his animals were being cared for in a safe environment.

This foster placement supported the client's wellbeing whilst he was in recovery from addiction, and gave him focus. The journey to finding suitable housing was unnecessarily prolonged due to restrictive housing policies, but the moment which the dogs were reunited with their owner was a very special one....and was worth waiting for.

Text Message Testimonial from client:

Hello Belinda, everything is totally fine, love every second of having them back. We are out walking in the park as I'm txin you, they go out for walks morning night every day 'rain or shine'.... It has been a delightful day though."

7. Our Special Friends

A lady was signposted to us by the Council, needing urgent fostering for a Border Collie and two cats, as she was having to flee her home due to domestic abuse. The temporary accommodation provided would not house her animals.

The dog was fostered within 3 hours with a foster family who had homed dogs from Our Special Friends in the past.

With collaborative support from the RSPCA, a cattery was found for the cats and a vet appointment for a vaccination was arranged before they could be dropped off. The client was reassured that her pets were being safely cared for, taking the strain off her whilst she sought pet-friendly accommodation.

She collected the cats and the dog was delivered to her by the foster home on the same day that OSF was notified of her new housing. The animals were all re-united with their owner and her daughter in time for Christmas.

Client sent a text after Christmas to say *"The pets are all happy to be back together, best Christmas ever"*

8. Rural Coffee Caravan

We talked at length with a lady in a wheelchair after suffering a stroke, she is only in her 50's/60's.

She took lots of info about disabled advice, Suffolk independent living, Disabled Advice Bureau, Sensing Change, Avenues East and also details of the wardens disabled holiday accommodation at Thorpeness.

She is trying to remain positive about getting better but it is highly unlikely. She wants to connect more with villagers so some people can push her round the village so that she can get out of the house. She has recently joined the good neighbour scheme and we introduced her to some more members.

We also mentioned the possibility of her getting a mobility scooter which would help with her mobility a great deal. She seemed keen and finance may be a problem and the group talked about maybe having the village fundraise a scooter at some point in the future.

9. Suffolk West CAB

We have been supporting a client with MS and a disabled son, who appears to have fallen through every crack in DWP claims processing and one of our caseworkers is now in discussion with DWP regarding compensation, since they have accepted that there were failures with their treatment of the case.

The letter details systematic loss of documents, continual failure to action agreed tasks, and a list of the work that we have carried out over the past year on behalf of this single client: 68 emails; dealt with 53 phone calls; sent and received 15 letters and had 17 appointments with the client, who has had to borrow money from relations, her health has worsened and she is now receiving weekly calls from her GP who is concerned for her mental health.

I am not sure how this client would ever have received her entitlement without our help since our MP has been involved in the case since April with no success either.

10. Suffolk West CAB

The client contacted us in concern because he had contracted with a company called xxxxxxx Conservatories to repair his conservatory roof. His wife had found a special pre-Christmas deal on the internet and within 24 hours of contacting them a representative had called and quoted £4600 for a replacement roof.

The client paid an initial £1840 by debit card, and was told the roof would be installed on 8th January. On 10th January he received an email saying they would not be attending without explanation, and despite promises every time he called them, he has heard nothing from them other than an email accepting his cancellation and stating that the cheque had been posted to him on 31st January.

Our consumer caseworker advised him to contact his bank, Santander, and ask for a charge-back, warning him to persist if they did not understand (which proved to be the case). However the Fraud and Disputes department sent the client a claim form and told him they would refund the money to his account within 48 hours of receiving the completed form.

11. Voluntary Network - Befriending

We risk assessed a gentleman living in Newmarket for our Befriending Service. He explained that he used to play the piano but was no longer able to do so, he was disappointed that his piano was no longer played at all. We made contact with a Piano Tutor, Alessandro (former concert pianist), who very kindly agreed to visit and play for our Client. We were delighted to put these people in contact and bring some comfort, Alessandro is keen to visit again. Meanwhile we have found a volunteer who can visit regularly, a young lady who also plays the piano.

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Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Decisions Plan: 1 July 2018 to 31 March 2019	
Report No:	OAS/FH/18/022	
Report to and date:	Overview and Scrutiny Committee	12 July 2018
Portfolio Holder:	Councillor James Waters Leader of the Council Tel: 01638 719324 Email: james.waters@forest-heath.gov.uk	
Lead Officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>Attached as Appendix 1 is the Decisions Plan to be considered by Cabinet for the period 1 July 2018 to 31 March 2019.</p> <p>Items which have 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: 1 July 2018 to 31 March 2019	

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Forest Heath District Council

Appendix 1

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 31 March 2019

Publication Date: 22 June 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 Forest Heath District Council, District Offices, College Heath Road, Mildenhall, Bury St Edmunds, Suffolk, IP28 7EY.

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

24/07/18 <i>(Deferred from 22/05/18)</i>	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 West Suffolk Lead for 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
24/07/18	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	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								
24/07/18 (NEW)	West Suffolk Single Council Preparations: Approval sought to consult on harmonised Licensing and Regulatory Policies The Cabinet will be asked to give approval to consult on the transition options for taxi and street trading and vending and a draft enforcement policy.	Not applicable	(D)	Joint Executive (Cabinet) Committee	Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Joint Executive (Cabinet) Committee, with draft Enforcement Policy
04/09/18 <i>(Deferred from 26/06/18)</i>	Mildenhall Hub Following procurement and further design, the Cabinet will be provided with an update and will be asked to sign-off the final capital and revenue budgets for the Mildenhall Hub project before delivery begins.	Not applicable	(R) - Council 26/09/18 <i>(as appropriate)</i>	Joint Executive (Cabinet) Committee / Council	James Waters Leader of the Council 07771 621038	Alex Wilson Director 01284 757695	All Wards, but principally Mildenhall and the surrounding areas	Report to Joint Executive (Cabinet) Committee, with recommendations to Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
04/09/18	Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding the seeking of approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.	Not applicable	(R) - Council 26/09/18	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council
06/11/18 <i>(Deferred from 02/10/18)</i>	Review of the West Suffolk Housing Strategy The West Suffolk Housing Strategy is due to be reviewed in 2018. Through the review of the Housing Strategy, there will be the opportunity to reflect priorities, actions	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070 David Collinson Assistant	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing

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								
	and projects set out in the recently adopted Strategic Plan 2018-2020. Furthermore, there are a number of additional 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.					Director (Planning and Growth) 01284 757306 Julie Baird Assistant Director (Growth) 01284 757613		Strategy review and results of consultation
06/11/18 <i>(Deferred from 02/10/18)</i>	West Suffolk Joint Tenancy Strategy The Localism Act (2011) introduced a duty for local authorities to produce a Tenancy Strategy. The Cabinet will be asked to consider a Strategy which outlines both the West Suffolk Councils' (Forest Heath and St Edmundsbury) and Registered Providers'	Not applicable	(R) - Council 21/11/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for 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 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								
	approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.							
06/11/18	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18 <i>(Deferred from 04/09/18)</i>	West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD) 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	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	Julie Baird Assistant Director 9growth) 01284 757613 Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Supplementary Planning Document

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								
	ensure that applicants and developers have a clear understanding of affordable housing requirements when considering the submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.							
11/12/18	Applications for Community Chest Grant Funding 2018/2019 The Cabinet will be asked to consider applications in respect of Community Chest funding for the 2019/2020 year.	Not applicable	(KD) - Applications for the 2020/2021 year and beyond are also subject to the budget setting process	Joint Executive (Cabinet) Committee	Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18	Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018)	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to

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								
	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.							Joint Executive (Cabinet) Committee and Council
11/12/18 <i>(Deferred from 02/10/18)</i>	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 St Edmundsbury Borough Council.	Possible Exempt Appendices: Paragraph 3	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	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								
	Street Vending and Trading Policy This item has been removed from this Decisions Plan as this new policy will now be considered by the Shadow Executive as it will not become effective until after 1 April 2019 when West Suffolk Council is created.				Lance Stanbury Planning and Growth 07970 947704	Peter Gudde Service Manager (Environment and Regulation) 01284 757042		
05/02/19	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 20/02/19	Joint Executive (Cabinet) Committee / Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise								
12/03/19	Revenues Collection and Performance Write-Offs The Cabinet will be asked to consider writing-off outstanding debts detailed in the exempt Appendices.	Paragraphs 1 and 2	(KD)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Joint Executive (Cabinet) Committee

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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

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

NOTE 2: KEY DECISION DEFINITIONS

Key decisions are:

- (a) A key decision means an executive decision which, pending any further guidance from the Secretary of State, is likely to:
 - (i) Be significant in terms of its effects on communities living or working in an area in the Borough/District; or
 - (ii) Result in any new expenditure, income or savings of more than £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 Forest Heath Cabinet and their Portfolios:

Cabinet Member	Portfolio
James Waters	Leader of the Council;
Robin Millar	Deputy Leader of the Council; Families and Communities
David Bowman	Operations
Ruth Bowman J.P.	Future Governance
Andy Drummond	Leisure and Culture
Stephen Edwards	Resources and Performance
Lance Stanbury	Planning and Growth

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

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

(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** (Membership: one Member/two Substitutes per Authority)

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

Jennifer Eves
Assistant Director (HR, Legal and Democratic Services)
Date: 22 June 2018

Overview and Scrutiny Committee



Title of Report:	Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 to 31 March 2019	
Report No:	OAS/FH/18/023	
Report to and date:	Overview and Scrutiny Committee	12 July 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 July 2018 to 31 March 2019.	
Recommendation:	Overview and Scrutiny Committee: Members are asked to <u>note</u> the Shadow Executive (Cabinet) Decisions Plan for 1 July 2018 to 31 March 2019.	
Documents attached:	Appendix 1 – Shadow Executive (Cabinet) Decisions Plan: 1 July 2018 March 2019	

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West Suffolk Shadow Council

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2018 to 6 May 2019

Publication Date: 8 June 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 Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
10/07/18 (NEW) Page 90	Medium Term Financial Strategy, Strategic Plan and 2019/2020 budget approach The Shadow Executive will be asked to consider the Medium Term Financial Strategy (six themes) and the Strategic Plan, as well as the approach to the 2019/2020 budget, prior to seeking approval by the Shadow Council.	Not applicable	(R) – Shadow Council 17/07/18	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	Report to Shadow Executive with recommendations to Shadow Council
10/07/18 (NEW)	Alignment of Council Tax and Business Rate Differences across the West Suffolk Councils The Shadow Executive will be asked to consider three main areas for alignment in relation to the above for implementation for the new West Suffolk Council on 1 April 2019.	Not applicable	(R) – Shadow Council 17/07/18	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	Report to Shadow Executive with recommendations to Shadow Council
10/07/18 (NEW)	Local Council Tax Reduction Scheme and Council Tax Technical	Not applicable	(R) – Shadow Council 17/07/18	Shadow Executive/ Shadow	Stephen Edwards Resources and Performance	Rachael Mann Assistant Director (Resources and	All Wards	Report to Shadow Executive with

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 Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 91	Changes 2019/2020 The Shadow Executive will be asked to consider proposals for the Local Council Tax Reduction Scheme and Council Tax technical changes for West Suffolk Council for 2019/2020 prior to seeking its approval by the Shadow Council.			Council	07904 389982 Ian Houlder Resources and Performance 07970 729435	Performance) 01638 719245		recommendations to Shadow Council
18/09/18 (NEW)	Delivering a Sustainable Budget 2019/2020 The Shadow Executive may 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
16/10/18 (NEW)	Delivering a Sustainable Budget 2019/2020 Further to its consideration on 18 September 2018,	Not applicable	(D) Consideration by the	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Recommendations of the Performance and Audit

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 Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
Page 92	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.		Shadow Council will take place as part of the budget setting paper on 19/02/19		Ian Houlder Resources and Performance 07970 729435	01638 719245		Scrutiny Committees to the Shadow Executive
27/01/18 (NEW)	Review of Bury St Edmunds Christmas Fayre 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.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899 Lance Stanbury Planning and Growth 07970 947704	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18 (NEW)	Council Tax Base for Tax Setting Purposes 2019/2020 The Shadow Executive will be asked to recommend to	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to

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 Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.				Ian Houlter Resources and Performance 07970 729435			Shadow Council
Not before February 2020 (New)	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 Houlter 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
Not before February 2019	Annual Treasury Management and Investment Strategy 2019/2020 and	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982	Rachael Mann Assistant Director (Resources and Performance)	All Wards	Report to Shadow Executive with recommend-

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 Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
(NEW) Page 94	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 Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.				Ian Houlder Resources and Performance 07970 729435	01638 719245		ations to Shadow Council

NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS

In accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended)

The public may be excluded from all or part of the meeting during the consideration of items of business on the grounds that it involves the likely disclosure of exempt information defined in Schedule 12(A) of the Act, as follows:

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

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

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

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

NOTE 2: KEY DECISION 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: 8 June 2018

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Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/18/024	
Report to and date:	Overview and Scrutiny Committee	12 July 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:	<p>Overview and Scrutiny Committee:</p> <p>It is <u>RECOMMENDED</u> that:</p> <ol style="list-style-type: none"> 1) Members review the current status of its Rolling Work Programme for 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 September 2018. 	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
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 Committee's meeting on 13 September 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 (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
13 September 2018		
Annual Portfolio Holder Presentation	Cabinet Member for 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	Lead Cabinet Member for Housing	To provide input into the West Suffolk Housing Strategy.
West Suffolk Supplementary Planning Document on Affordable Housing	Lead Cabinet Member for Housing	To provide input into the West Suffolk Supplementary Planning Document on Affordable Housing.
West Suffolk Tenancy Strategy	Lead Cabinet Member for Housing	To provide input into the West Suffolk Tenancy Strategy.
Universal Credit (Role out in Forest Heath)	Cabinet Member for Families and Communities	To receive information on the role out of Universal Credit in Forest Heath in December 2018 & lessons learnt from SEBC.
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.
8 November 2018		
Annual Portfolio Holder Presentation	Cabinet Member for Operations	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Annual Car Parking Update	Cabinet Member for Operations	To receive an annual report on Car Parking in Forest Heath.
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.

Description	Lead Member	Details
Garden Waste Collection Service – Final Report	Cabinet Member for 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 for Planning and Growth	To provide input into the new Asset Management Strategy and associated Asset Management Plan.
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.
10 January 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.
National Horseracing Museum – Project Close Out	Director	To see if there is any learning which can be applied to future council projects
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.
14 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.
Barley Homes Group Limited Annual Report 2019	Lead Cabinet Member for Housing	To scrutinise the Annual Report of Barley Homes Group Limited
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).

Current position of Overview and Scrutiny (Joint) 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>Forest Heath OAS</u> Cllr John Bloodworth Cllr Christine Mason Cllr Robert Nobbs Cllr David Palmer</p> <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>	September 2018 November 2018
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>Forest Heath OAS</u> Cllr Chris Barker Cllr Robert Nobbs Cllr David Palmer</p> <p><u>Forest Heath PASC</u> Cllr Rona Burt</p> <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>	November 2018

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