

# Overview and Scrutiny Committee



Forest Heath  
District Council

<b>Title:</b>	<b>Agenda</b>									
<b>Date:</b>	<b>Thursday 13 September 2018</b>									
<b>Time:</b>	<b>6.00 pm</b>									
<b>Venue:</b>	<b>Council Chamber District Offices</b> College Heath Road Mildenhall									
<b>Full Members:</b>	<p style="text-align: center;"><b>Chairman</b> Simon Cole</p> <p style="text-align: center;"><b>Vice Chairman</b> 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: 60%;">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										
<b>Substitutes:</b>	Named substitutes are not appointed									
<b>Interests – Declaration and Restriction on Participation:</b>	Members are reminded of their responsibility to declare any disclosable pecuniary interest not entered in the Authority's register or local non pecuniary interest which they have in any item of business on the agenda (subject to the exception for sensitive information) and to leave the meeting prior to discussion and voting on an item in which they have a disclosable pecuniary interest.									
<b>Quorum:</b>	Three Members									
<b>Committee administrator:</b>	<b>Christine Brain</b> Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:christine.brain@westsuffolk.gov.uk">christine.brain@westsuffolk.gov.uk</a>									

# Public Information



**Forest Heath**  
District Council

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

<b>Personal Information</b>	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: <a href="https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm">https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm</a> 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 12 July 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 from the Joint Executive (Cabinet) Committee to reports of the Overview and Scrutiny Committee and any other updates from the Chairman**
- 6. Annual Presentation by the Cabinet Member for Planning and Growth** **7 - 20**

Report No: **OAS/FH/18/025**
- 7. Joint Executive (Cabinet) Committee Decisions Plan: October 2018 to March 2019** **21 - 36**

Report No: **OAS/FH/026**
- 8. Shadow Executive (Cabinet) Decisions Plan: September 2018 to 6 May 2019** **37 - 50**

Report No: **OAS/FH/18/027**
- 9. Work Programme Update** **51 - 56**

Report No: **OAS/FH/18/028**

#### **Part 2 – Exempt**

#### **NONE**

# Overview and Scrutiny Committee



Forest Heath  
District Council

**Minutes** of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 12 July 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

John Bloodworth  
Christine Mason  
Robert Nobbs

David Palmer  
Nigel Roman  
Reg Silvester

**Substitutes attending:**

Sara Mildmay-White, Lead Cabinet Member for Housing  
Robin Millar, Cabinet Member for Families and Communities

241. **Substitutes**

There were no substitutions declared.

242. **Apologies for Absence**

Apologies for absence were received from Councillors Chris Barker and Brian Harvey.

243. **Minutes**

The minutes of the meeting held on 7 June 2018 were confirmed as an accurate record, and signed by the Chairman.

244. **Public Participation**

There were no questions/statements from the public.

245. **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 the Joint Executive (Cabinet) Committee on 25 June 2018, and presented the Committee's report on items it considered on 7 June 2018, which was noted.

## 246. **Annual Presentation by the Lead Cabinet Member for Housing**

*[Councillor Robert Nobbs arrived at 6.13pm during the consideration of this item.]*

The Committee was reminded that on 20 July 2017, it had received a presentation from the Cabinet Member for Housing, setting out responsibilities covered under her portfolio.

At this meeting, the Cabinet Member had been invited back to provide her annual update, and Report No: OAS/FH/18/019 set out the focus of the update. The Cabinet Member was also provided in advance of the meeting with some key questions identified by scrutiny members on areas they wished to be appraised on during the annual update, which were included in the report along with responses.

The Committee acknowledged the comprehensive responses provided to questions set out in the report on homelessness.

Members asked follow-up questions relating to homelessness; anti-social behaviour; outreach work and the funding awarded to the council for 2018-2019, which would provide towards the recruitment of five additional posts to support outreach work, including mental health and substance misuse specialists.

In response to a question raised regarding Newmarket and the Winter Comfort Campaign charity, members were informed that the Winter Comfort charity did not operate in Newmarket, only in Cambridge. Officers confirmed that they had spoken to the Town Council earlier in the year and at which point the Town Council confirmed that the charity was not doing any outreach work in Newmarket.

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

## 247. **Evaluation of the Families and Communities Approach**

Prior to receiving the report, the Cabinet Member for Families and Communities wished to clarify the exempt appendices attached to the report. He advised that after further consideration, the FirstCare Summary Report (Exempt Appendix B) did not contain any sensitive information, therefore he was happy for this to be brought forward and considered in public.

The Committee then received Report No: OAS/FH/18/020, which followed on from the Cabinet Members' 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.

Since the development of the first West Suffolk Families and Communities Strategy in 2013, Councillors and staff had been mindful of the need to measure and monitor the outcomes of the work. This was inherently challenging as measuring change in communities could not be done in the

same way as output measures. Therefore, work began in late 2016 on the development of a bespoke evaluation approach, which included the following key stages:

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

The report summarised progress to date; key points to note; methodologies used; and next steps. Also attached to the report were a number of appendices:

- Exempt Appendix A – Evidencing and Evaluating the Families and Communities Approach;
- Appendix B – FirstCare report summary;
- Exempt Appendix C – Officer toolkit and guidance;
- Appendix D – Evidence from evaluation exercise; and
- Appendix E – Case study examples.

The report also provided examples of how the evaluation model had been used and tested and sought the committee's input into the further development of the model to evidence and evaluate the Families and Communities approach.

The Committee considered the report in detail, and noted the exempt Appendices A and C. However no reference was made to specific detail contained in the exempt appendices.

The Committee asked a number of questions of the Portfolio Holder and officers, to which comprehensive responses were provided.

In response to question raised relating to the revision of the Families and Communities Strategy, members were advised that the evaluation approach would support the revision of the Strategy, which was due to start in late 2018. The revised Strategy would be brought to the Overview and Scrutiny Committee for its comments, prior to being presented to Cabinet. The revised strategy would include a detailed delivery plan which would include the incorporation of the approach into the new single council for West Suffolk.

The Chairman, and the Committee members were pleased with the report and acknowledged the difficulties to measure, score and evaluate projects to evidence the difference made to communities and residents. It was in agreement that the council should continue refining the evaluation approach and developing the methods and ethos. It was a vital piece of work and the

council was leading the light in evidencing and evaluating the families and communities approach.

The Committee felt this work was so important that it should be embedded in the Council's strategy, as its importance was beyond political.

There being no decision required, the Committee **noted** progress made so far in the development of an evaluation model for the Families and Communities approach.

**248. Annual Presentation by the Cabinet Member for Families and Communities**

The Committee was reminded that on 20 April 2017, it had received a presentation from the Cabinet Member for Families and Communities, setting out responsibilities covered under his portfolio. At this meeting, the Cabinet Member had been invited back to provide her annual update, and Report No: OAS/FH/18/021 set out the focus of the update.

The Cabinet Member was also provided in advance of the meeting with a key question identified by scrutiny members on areas they wished to be appraised on during the annual update, which was included in the report along the response relating to Community Chest Funding. Attached at Appendix A to the report was the Community Chest application form and guidance, and at Appendix B a selection of Community Chest case studies where funding was granted in 2017-2018 by Forest Heath District Council.

The Cabinet Member highlighted some key points set out in the report, which included grant funding allocations; monitoring of the fund and next steps.

The Committee asked follow-up questions on the Community Chest Funding, to which the Cabinet Member provided comprehensive responses.

The Cabinet Member, Councillor Robin Millar wished to thank officers for all their work over the past year in making the Community Chest Funding a success.

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

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

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

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

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



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

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

The Committee considered the Shadow Executive (Cabinet) Decisions Plan and did not request any further information on items contained in the Plan. There being no decision required the Committee **noted** the contents of the 1 July 2018 to 31 March 2019 Shadow Executive (Cabinet) Decisions Plan.

251. **Work Programme Update**

The Committee received Report No: OAS/FH/18/024, which updated Members on the current status of its rolling work programme of items for scrutiny during 2018-2019 (Appendix 1). The Democratic Services Officer (Scrutiny) informed Members of an additional item to be included in its work programme for its meeting on 10 January 2019, being:

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

The report also requested that Members identify questions they would like the Cabinet Member for Planning and Growth to cover in his annual report to the Committee on 13 September 2018.

The Committee considered Appendix 1, and at the time of the meeting had not identified any questions they wished to put to the Cabinet Member for Planning and Growth, but would submit questions following the meeting to the Democratic Services Officer (Scrutiny) by Monday 23 July 2018.

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

252. **Exclusion of Press and Public**

See Minute Number (253) below.

253. **Exempt Appendices A, B and C - Evaluation of the Families and Communities Approach**

The Overview and Scrutiny Committee considered Exempt Appendices A and C to Report No: OAS/FH/18/020. However, no reference was made to specific detail, and therefore, this item was not held in private session.

The Meeting concluded at 7.05 pm

**Signed by:**

**Chairman**

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# Overview and Scrutiny Committee



<b>Title of Report:</b>	<b>Annual Presentation by the Cabinet Member for Planning and Growth</b>	
<b>Report No:</b>	<b>OAS/FH/18/025</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	13 September 2018
<b>Portfolio Holder:</b>	Councillor Lance Stanbury Cabinet Member for Planning and Growth <b>Tel:</b> 07970 947704 <b>Email:</b> <a href="mailto:lance.stanbury@forest-heath.gov.uk">lance.stanbury@forest-heath.gov.uk</a>	
<b>Lead officers:</b>	<p>David Collinson Assistant Director (Planning and Regulatory Services) <b>Tel:</b> 01284 757306 <b>Email:</b> <a href="mailto:david.collinson@westsuffolk.gov.uk">david.collinson@westsuffolk.gov.uk</a></p> <p>Julie Baird Assistant Director (Growth) <b>Tel:</b> 01284 757613 <b>Email:</b> <a href="mailto:Julie.baird@westsuffolk.gov.uk">Julie.baird@westsuffolk.gov.uk</a></p> <p>Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a></p>	
<b>Purpose of report:</b>	<p>As part of the "Challenge" role, Overview and Scrutiny are asked to consider the roles and responsibilities of Cabinet Members. It is part of the Scrutiny role to "challenge" in the form of questions.</p> <p>Therefore, to carry out this constitutional requirement, at every ordinary Overview and Scrutiny meeting at least one Cabinet Member shall attend to give an account of his or her portfolio and answer questions from the Committee.</p>	

<b>Recommendation:</b>		<p><b>Members of the Committee are asked to question the Cabinet Member for Planning and Growth on his portfolio responsibilities, and having considered the information, the Committee may wish to:</b></p> <ol style="list-style-type: none"> <li><b>1) Make recommendations to the Cabinet Member for Planning and Growth for his consideration;</b></li> <li><b>2) Request further information and / or receive a future update.</b></li> <li><b>3) Take any other appropriate action as necessary.</b></li> </ol>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>		<p><i>Is this a Key Decision and, if so, under which definition?</i>          Yes, it is a Key Decision - <input type="checkbox"/>          No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
<b>Consultation:</b>		<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Alternative option(s):</b>		<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Implications:</b>			
Are there any <b>financial</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>staffing</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>ICT</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>legal and/or policy</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
Are there any <b>equality</b> implications? If yes, please give details		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> •	
<b>Risk/opportunity assessment:</b>		<i>(potential hazards or opportunities affecting corporate, service or project objectives)</i>	
<b>Risk area</b>	<b>Inherent level of risk</b> (before controls)	<b>Controls</b>	<b>Residual risk</b> (after controls)
	Low/Medium/ High*		Low/Medium/ High*
None			
<b>Wards affected:</b>		All	
<b>Background papers:</b>		None	
<b>Documents attached:</b>		None	

## **1. Key issues and reasons for recommendation**

### **1.1 Background**

1.1.1 As part of its "Challenge" role, the Overview and Scrutiny Committee is asked to consider the roles and responsibilities of Cabinet Members. 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 14 September 2017, Councillor Lance Stanbury, Cabinet Member for Planning and Growth 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 planning and growth portfolio:

- 1) **Building control:** How is Building Control working within other District Councils, and are the finances stacking up?
- 2) **Environmental health:** This is quite an emotive subject. How is this handled, if there is found to be issues that the Council needs to deal with? What is the procedure?
- 3) **Tourism (strategic):** Would like to see figures on this and what problems there are, if any. How can this be improved?
- 4) **Economic development:** Would like an update on where are we with economic development.
- 5) **Town centres:** Are there any town centres that have problems? If so, what are they and how are they being dealt with, and hopefully resolved.
- 6) **Town centres:** Town centres are going to have to be reinvented, where are we with this?
- 7) **Town centres:** What is happening to improve Mildenhall Town centre and Brandon Town centre, and their associated markets?
- 8) **Licensing:** What are the main issues being dealt with at the moment, and can they be resolved?
- 9) **Growth and regeneration:** Where is our dual electric train line to Cambridge so we can make Newmarket more like Ascot and increase employment in Forest Heath from commuting to Cambridge?

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

#### **1.3.1 Building control: How is Building Control working within other District Councils, and are the finances stacking up?**

Building control continues to develop a collaborative working approach with neighbouring district councils. We have initiated and are leading on this joint working. It is clear there are significant benefits to be had from working as a Suffolk partnership. These include pooling resource for back office systems development and developing a joint marketing strategy. This work includes operating under the 'Cross Boundary Agreement' set up by Local Authority Building Control (LABC) which enables building control teams to provide the building control function in another district with their agreement. This has proved beneficial in retaining customers within the local authority sector who may want to work with a specific building control team on all jobs regardless of location. A TCA grant submission for pooled Suffolk money has been submitted with the aim to support us further develop the collaborative working approach between all Suffolk building control teams.

WS BC has achieved accreditation of the government expected ISO 9001 quality assurance system, providing assurance on the quality of our work. We are supporting the other LA's in Suffolk to achieve the same standards – for our collective benefit.

Comprehensive work has been carried out on achieving a sustainable building control budget and the team are currently set to meet their predicted income target.

In order to support the necessary resilience of the team, Cabinet agreed a new post (trainee BC surveyor) within the team.

#### **1.3.2 Environmental health: This is quite an emotive subject. How is this handled if there is found to be issues that the Council needs to deal with? What is the procedure?**

The Council Environmental Health Service is multi-disciplinary comprising environmental health, environment, licensing, customer service, licensing and regulatory support staff:

- Food hygiene and safety:
  - undertaking routine food hygiene inspections in over 1800 premises
  - food sampling
  - Infectious disease investigation and prevention.
- Occupational health, safety and wellbeing:
  - inspections of high risk workplaces
  - accident investigations including fatalities.
- Licensing:
  - alcohol and entertainment
  - hackney carriage and private hire
  - animal welfare
  - gambling

- sex establishments
- street trading and vending
- temporary events, charitable collections, lotteries.
- Climate change, energy efficiency and carbon reduction:
  - promoting domestic and business energy efficiency
  - renewable energy advice and support
  - managing the councils' environmental performance.
- Environmental protection:
  - regulating and advising on drinking water quality, contaminated land, industrial pollution prevention and control, and air quality.
- Fuel poverty
- Sustainability.

The service works within a suite of legal rules and policies. These are managed by staff who are trained and experienced to levels set by the relevant professional body, for example the Chartered Institute of Environmental Health, Chartered Institute of Housing, Institute of Licensing or the Institute of Environmental Management and Assessment.

The service takes a preventative approach to addressing issues, in particular where regulatory compliance is concerned, in line with the UK Government Regulators' Code. In so doing, the service endeavours to apply the principles of good regulation:

- Proportionality
- Accountability
- Consistency
- Transparency
- Targeting

Issues are identified generally through one of two routes:

- Our regulatory inspection and intelligence gathering activities; or
- Through requests for service from a member of the public, an organisation or another regulatory agency.

These can be reported directly to the service or via Customer Services. The Environmental Health Service receives around 2,300 requests for service, undertakes approximately 1,500 inspections and handles many thousands of customer communications each year.

Each issue, depending on its nature and severity, will be logged on the services' work management software and allocated to an officer for response and investigation as appropriate. Each request for service or inspection is undertaken following both national rules and codes of practice, internal procedures or both as appropriate.

Interventions will range from providing advice and support through to legal action for non-compliance which ultimately may lead to serving of formal notices, issuing of cautions or prosecution in the most significant

situations where harm to public health or damage to the environment has is imminently likely to occur.

The Service acts as an enabler and will work with others to deliver a range of programmes, whether that is around healthy eating and lifestyle (e.g. Eat Out Eat Well award), tackling fuel poverty (e.g. Warm Homes Healthy People), supporting small business to save money by becoming more energy efficient (e.g. Business Energy Efficiency Anglia, West Suffolk Greener Business Grant) or investing in renewable energy (e.g. Community Energy Plan). Staff are allocated to according to the operational needs of the council, along with their knowledge and experience and work within the specific scope and guidelines of each initiative.

1.3.3 **Tourism (strategic):** Would like to see figures on this and what problems there are, if any. How can this be improved?

Tourism in West Suffolk currently contributes £510m (2016) to the local economy of which £306m is attributed to Forest Heath from a total of 6.7million trips including 726,000 staying nights.

	Forest Heath	% Change	St Edmundsbury	% Change	West Suffolk	% Change
<b>Day Trips</b>	6,516,000	1.5%	3,748,000	2.1%	10,263,000	1.7%
<b>Staying Trips</b>	198,000	-3.4%	180,000	2.9%	378,000	-0.5%
<b>Number of Nights</b>	726,000	2.0%	680,000	4.5%	1,406,000	3.2%
<b>Total Trips</b>	6,714,000	1.3%	3,928,000	2.2%	10,642,000	1.6%
<b>Day Trip Spend</b>	£209,970,000	1.5%	£117,389,000	2.1%	£327,359,000	1.7%
<b>Staying Trip Spend</b>	£45,440,000	2.3%	£37,506,000	2.9%	£82,946,000	2.6%
<b>Total Trip Spend</b>	£306,927,000	1.7%	£204,067,000	2.5%	£510,994,000	2.0%
<b>Average Stay Length</b>	3.67	5.6%	3.78	1.6%	3.73	3.6%
<b>Actual Jobs</b>	5873	1.7%	4239	2.5%	10112	2.0%

The table above shows that staying trips have slightly decreased but the spend associated has increased. The Forest Heath data though is skewed by the presence of CenterParcs but a separate report is also available for Newmarket town as the other main destination.

The main objective for strategic tourism in partnership with other organisations such as Discover Newmarket is to increase the value of tourism to the local economy by encouraging visitors to convert from



day trips to staying trips and therefore increasing the total spend. A day visitor average spend to Forest Heath is £32.22 while the average spend for an overnight trip is £229.49.

Figures for 2017 are expected imminently and these will give us an idea of the growth for these areas since the partnership approach to tourism was adopted and the development of the Destination Management Organisations.

#### 1.3.4 **Economic development:** Would like an update on where are we with economic development.

The Economic Development team has just been through a restructure. The focus of the team comes from the Strategic Plan and the Growth Investment Strategy. Alongside leading on key corporate projects such as Haverhill Research Park and Suffolk Business Park the team has for key areas of focus as follows:

Jonathan Miles – leads on Economic activity; town centres; the visitor economy and external funding opportunities;  
Sara Noonan – leads on Infrastructure – including that needed to unlock economic growth;  
Kirsty Pitwood – leads on Skills and Social Enterprise; and  
James Talbot – leads on Business and Inward Investment.

#### **Economic Activity:**

The focus of this programme area is to invest in and promote our local places by building on their unique qualities through specific local strategies, projects and environmental services. By ensuring that the places are attractive to visit and by promoting these places in a clear and appealing way we can attract visitors and businesses alike. The main areas of work currently are:

##### High Streets

Work is currently underway to understand the current issues facing the High St and the future issues likely to affect West Suffolk. We have seen a number of changes and high profile departures from banks, shops and restaurants. We are working with partners and stakeholders to understand the specific issues faced by our towns so that a tailored approach can be used to support our town centre businesses with this transition.

##### Tourism Promotion

Working in partnership with tourism organisations across West Suffolk we collectively aim to increase the value of tourism to the local economy by increasing overnight trips and spend. A sharing approach is being applied so that various tourism organisations and local authority districts each work together to promote and cross promote encouraging the visitor to stay in Suffolk.

## Filming

In December 2016 Screen Suffolk launched and began to promote Suffolk to the TV and film industry. Screen Suffolk acts on behalf of all local authorities in Suffolk and provides a film office function. To date West Suffolk has provided locations for a number of productions, but new locations are constantly required to continue the promotion of the area.

## Funding

Working in conjunction with Suffolk County Council funding team and other bodies we are looking out proactively for funding opportunities in addition to providing reactive support across the council to help with the variety of corporate projects. With funding an ever changing landscape we will keep an up to date matrix of available opportunities so that these are visible across services.

## **Infrastructure:**

This programme area is focused on the identification of the key infrastructure requirements for West Suffolk in support of Growth. Infrastructure improvements will be brought forward through working collaboratively with other public and private bodies to lobby and develop business cases for projects which will benefit of both local communities and UK plc.

We will use our influence, investment, partnerships and regulatory powers to lobby for a better connected West Suffolk, in terms of transport and digital connectivity.

Key road infrastructure requirements for West Suffolk include:

1. A14/A142 Junction 37 Newmarket / Exning - where lack of capacity leads to extensive queueing on the A14 from Cambridgeshire.
2. A11 Fiveways including at grade crossing at A11 Tuddenham Road and A11 Herringswell Road - both short term improvements including signalisation at Fiveways (scheduled for September to December 2018) and long term improvements included in the SCC Road Investment Strategy 2 bid are needed.
3. A14 Junctions 43 (Tesco/British Sugar) and 44 (Sainsbury's) - poor layout, short slip roads and lack of capacity leads to significant congestion and queueing which extends back onto the A14 main carriage way.
4. Cross boundary improvements including the campaign to dual the A1307 and the aspirations for an A11/A14 link road at the A14 junction 38.

Key rail infrastructure improvements are required in order for West Suffolk to achieve increased services as follows:

- a. Ipswich to Peterborough hourly services via Ely
- b. Ipswich to Cambridge half hourly services via Newmarket
- c. Increase rail freight paths to 45 freight paths per day

Infrastructure improvements needed to increase services include:

1. Ely Area Enhancements
2. Haughley Junction doubling
3. Ely to Soham doubling
4. Felixstowe branch line improvements
5. Bury St Edmunds headways and signalling
6. Level crossing upgrade/closure programme

### **Skills:**

Research and mapping work is underway to understand the current skills provision and identify the stakeholders. Alongside this, a piece of work is being undertaken to identify the skills gaps and consider opportunities for skills development, with a view to producing a set of tangible actions for West Suffolk Councils to deliver, working with partners as appropriate. Officers are also working closely with Suffolk County Council on county-side skills initiatives to deal with issues such as work and health and youth unemployment.

Whilst social enterprises face many of the same issues and challenges as other types of business, officers are looking to understand more about our local social enterprises and see where the council may be able to help them. For example, officers are currently working with a social enterprise from the STEM (science, technology, engineering and maths) sector to see how they can develop their business within West Suffolk.

### **Business and Inward Investment**

The team continues to actively support businesses across West Suffolk through a proactive programme of business engagement.

The engagement programme focusses on a broad spread of businesses across West Suffolk, from those starting, growing, to those in the sectors we are seeking to grow and those sectors where specific funding might be available. The team has signposted and helped West Suffolk businesses access more than £400k in grant funding in since March 2017.

Work continues on a new website to promote the West Suffolk offer. The website will have a strong economic development focus, acting as a 'shop window' for our places, sectors and development sites amongst other areas of focus.

In addition to this promotional work to attract inward investment Officers are again working with colleagues across the New Anglia area with regard to attendance at MIPIM (London) 2018, the UK's main property show.

The team are also supporting the re-launch of the New Anglia Advanced Manufacturing and Engineering Group (NAAME). The very first West Suffolk Manufacturing Group will be held during this year's Business Festival on 4 October 2018 at West Suffolk College. It is hoped that this group will be held at private sector business premises around West Suffolk as it moves forward.

Other events at this year's festival (which runs from 2-12 October) include The Menta Business Show, an event promoting the Cambridge Norwich Tech Corridor, a Bank of England Breakfast, and the annual Business Awards, amongst other events.

1.3.5 **Town centres:** Are there any town centres that have problems? If so, what are they and how are they being dealt with, and hopefully resolved.

The current vacancy rates for our West Suffolk towns as of July 2018 are as follows:

- **Brandon:** 5 Vacancies out of **86** units, a vacancy rate of **5.8%**. **70** units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **81.4%**. The national average is **41.6%**.
- **Haverhill:** There are 11 vacancies out of **193** units, a vacancy rate of **5.7%**. **118** units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **61.1%**. The national average is **41.6%**.
- **Bury St Edmunds:** There are 27 vacancies out of **492** units, a vacancy rate of **5.5%**. **290** units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **58.9%**. The national average is **41.6%**.
- **Mildenhall:** There are **9** Vacancies out of **112** units, a vacancy rate of **8.0%**. **77** units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **68.8%**. The national average is **41.6%**.
- **Newmarket:** There are **11** Vacancies out of **280** units, a vacancy rate of **3.9%**. **163** units in the town centre are occupied by independent businesses (Less than 5 branches) giving an independent rate of **58.2%**. The national average is **41.6%**.

The Association of Town and City Management (ATCM) considers between five and ten per cent to be healthy as it means that there are opportunities for new businesses to open. Our towns all fall within this range but vacant shops are often a perception issue. An important aspect of our town centre work will be to engage with the landlords of these vacant units to help source a tenant or find an alternative temporary use (i.e. pop up).

The reasons that shops close or move is down to a variety of factors – some may be successful stores but are part of a chain while others may

close due to a business remodelling the way it operates. In terms of the rents and rates - rents are down to the landlord which most of the time is not the Council, while Business Rates are set by Central Government – we can however offer help to struggling businesses through rate relief.

1.3.6 **Town centres:** Town centres are going to have to be reinvented, where are we with this?

The issues facing the High Street are national issues and are a high priority in the work stream of the Economic Development team. An action plan is currently being developed which will aim to address the national issues that are affecting our market towns in addition to the local issues. The action plan is based on extensive research and local workshops aimed at uncovering the current issues.

The current high level issues facing the town centres of West Suffolk are:

- Landlords – higher rents are being demanded by commercial landlords which is starting to push out some retail from the town centre
- Business Rates – in addition to higher rents business rates are becoming a large burden to retailers
- Online retail – sales are being affected by the rise and convenience of online retail
- Parking – in certain areas retailers are reporting that sales are being lost due to the length and type of parking available

1.3.7 **Town centres:** What is happening to improve Mildenhall Town centre and Brandon Town centre, and their associated markets?

**Mildenhall**

We have had four family fun days during August which have included additional stalls and family friendly entertainment. These have been well attended and the stallholders have given discounts and free fruit to children. There has been an increase in stallholder enquiries during the year. We are now working with the Parish Council to upgrade the electrical feeder pillars on the market as at the moment we are not able to offer stallholders power. These should be complete by November in time for the Christmas events. Once we have this in place we will be able to attract more stallholders particularly in the winter months. These feeder pillars will also enable us to offer the market place as an event space to other local groups in the area.

The Mildenhall Messenger has been providing free advertising throughout the year for market traders. This has included discounts and special offers. We have an ongoing relationship with Zak FM to promote the market through their local radio station.

## **Brandon Market**

We are starting the 'family fun day' format in Brandon on Saturday 1 September, this will continue until December on the first Saturday of the month with additional stalls and family entertainment. We have offered stalls free of charge to community groups and charities in the area. The Brandon Musical Arts Project will be providing entertainment and the fun days will finish in December with a special Christmas Event. As this market has been struggling for many years we are trying to make the fun days an event market rather than a regular provisions market. Take up and interest for stalls has been high and many community groups and clubs are attending during the period.

We are now offering a free 'start up package' to young entrepreneurs and start-up businesses. This package will include a free gazebo, cover on our insurance package and business advice. We are promoting this on several websites and on social media. This offer will include Brandon, Mildenhall and Newmarket subject to what the trader sells.

The new West Suffolk Markets website will be up and running by the end of September and will include details of all our markets and their events and special offers.

### **1.3.8 Licensing: What are the main issues being dealt with at the moment, and can they be resolved?**

The Licensing Service manages a range of regulatory activities covering:

- alcohol and entertainment
- hackney carriage and private hire
- animal welfare
- gambling
- sex establishments
- street trading and vending
- temporary events, charitable collections, lotteries.

The current issues being dealt with by the service fall into two categories:

- strategic; and
- operational.

#### Strategic issues

The service's activities are undertaken under a set of regulations or policies which undergo a rolling programme of review and revision to ensure they reflect the current standards that prevail and the nature of the local area over which they apply. At this time, the service is overlaying the harmonisation programme onto this resulting from the establishment of a single council for West Suffolk in April 2019. The impact of this change is the unification of two separate licensing authorities, which will need to be fully operational from the first day of the new single council.

Issues being considered at this time include:

- renewal of the Gambling Act Statement of Policy
- Licence fee harmonisation
- Hackney fare setting
- Taxi and skin piercing byelaws
- Harmonisation of hackney carriage standards where difference still remain between the two licencing authorities' standards
- Harmonisation of street trading and vending policy
- Renewal and harmonisation of the Statement of Licensing Policy.

These are undergoing updating and appropriate stakeholder consultation prior to being considered for adoption by the relevant council decision taker with new standards. We are currently consulting on the West Suffolk Gambling Act Statement of Policy, Forest Heath Statement of Licensing policy and the Newmarket Cumulative Impact Assessment area. Unlike these current consultations, upcoming consultations on the taxi policy, street trading and vending policy and enforcement policy include proposals for substantive policy changes. However, these policy changes have been limited to those that we feel are absolutely necessary for aligning Forest Heath and St Edmundsbury licensing and regulatory policies.

**Once a single Council is in effect we will be looking at some of our licensing regimes, such as taxi and street trading to see how we can better use regulation in our place shaping role.**

#### Operational issues

There are several areas where the service is focussing its attention:

- Changes to the Animal Welfare Regulations affecting the boarding and breeding of pets and other facilities such as riding establishments. The changes will be coming into effect in October 2018 and will have a significant impact on the way that the licensing, inspection and regulation of such activities will be undertaken. This will include a move to risk-based inspection, a new application and licence renewal process and more activities being covered for the first time. The service is, therefore, gearing itself and the sector up for the changing legislation.
- The Licensing Services handled around 275 complaints about licensable activities in the last twelve months. These include issues such as operating hire vehicles without appropriate licences, poor driver behaviour towards customers and other traders, driving under the influence of drugs. During the year, some of these complaints resulted in 12 hearings in the most significant cases. These are onerous undertakings requiring high levels of technical skill, experience and time for officers to prepare case material prior to members of the Licensing & Regulatory Committee hearing the case.

Officers undertake regular inspection visits to assess compliance and advise licensees. This includes weekly inspections of the taxi ranks across West Suffolk, and the inspection of hackney and private hire vehicles on request.

- 1.3.9 **Growth and regeneration:** Where is our dual electric train line to Cambridge so we can make Newmarket more like Ascot and increase employment in Forest Heath from commuting to Cambridge?

### **Electrification of train lines**

The government has cancelled the proposed electrification schemes in South Wales, the east Midlands and the Lake District because of cost. Rail companies are now starting to use bimode trains which can either run on electric power from overhead wires or from diesel. Greater Anglia are replacing their fleet with bimode trains, these new trains will be introduced from May 2019 with full roll out expected in 2020. The new trains between Ipswich and Cambridge will be four car trains and are expected to reduce crowding at peak times.

### **Dualling the single track line between Chippenham Junction and Coldham Lane Junction (via Newmarket)**

In order to achieve half hourly services between Ipswich to Cambridge a study commissioned by the East West Rail Consortium, of which Forest Heath and St Edmundsbury are members, concluded that a double track line is likely to be needed to achieve half hourly services and a resilient rail line. Network Rail's Cambridge Connectivity Study is underway and should provide a further level of detail as regards what infrastructure improvements are needed and high level estimates of what they may cost. This study is expected at the end of 2018.

### **Timescales**

No timescale has been established regarding when a half hourly service could be achieved. West Suffolk Council continues to work with Suffolk County Council, Network Rail and the East West Rail Consortium (which has recently launched an Eastern Working Group) to push for improvements to services in West Suffolk.

## **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

<b>Title of Report:</b>	<b>Joint Executive (Cabinet) Committee Decisions Plan: 1 October 2018 to 31 March 2019</b>	
<b>Report No:</b>	<b>OAS/FH/18/026</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	13 September 2018
<b>Portfolio Holder:</b>	Councillor James Waters Leader of the Council <b>Tel:</b> 01638 719324 <b>Email:</b> <a href="mailto:james.waters@forest-heath.gov.uk">james.waters@forest-heath.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	<p>Attached as <b>Appendix 1</b> is the Decisions Plan to be considered by Joint Executive (Cabinet) Committee for the period 1 October 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>	
<b>Recommendation:</b>	<b>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.</b>	
<b>Documents attached:</b>	<b>Appendix 1</b> – Decisions Plan: 1 October 2018 to 31 March 2019	





# Forest Heath District Council

## Decisions Plan

### **Key Decisions and other executive decisions to be considered**

**Date: 1 October 2018 to 31 March 2019**

**Publication Date: 31 August 2018**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Joint Committees or Officers under delegated authority, are intending to take up to 31 March 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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

Members of the public may wish to:

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

In all instances, contact should be made with the named Officer in the first instance, either on the telephone number listed against their name, or via email using the format [firstname.surname@westsuffolk.gov.uk](mailto: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**

02/10/18  <b>(NEW ITEM)</b>	<b>Annual Review of Performance of the Council's Solar Farm</b>  The Cabinet will be asked to note the annual performance since the solar farm was purchased in July 2016	Not applicable	(D)	Joint Executive (Cabinet) Committee	Stephen Edwards Resources and Performance 07904 389982  Lance Stanbury Planning and Growth 07970 947704	Rachael Mann Assistant Director (Resources and Performance) 01638 719245  Greg Stevenson Service Manager (Finance and Performance) 01284 757264  Peter Gudde Service Manager (Environmental Health) 01284 757042	All Wards	Report to Joint Executive (Cabinet) Committee
02/10/18  <b>(NEW ITEM)</b>	<b>West Suffolk Gambling Act Statement of Policy</b>  The current West Suffolk Policy is due for renewal. A revised version, taking account of any changes in the legislation and statutory guidance, has been subject to statutory	Not applicable	(R) – Council 31/10/18	Joint Executive (Cabinet) Committee / Council	Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306  Peter Gudde Service Manager (Environmental Health)	All Wards	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
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**All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise**

	consultation. The Cabinet will be asked to recommend to Council, the adoption of the revised Policy.					01284 757042		
06/11/18 <i>(Deferred from 24/07/18)</i>	<b>Custom and Self Build Interim Policy Statement</b>  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

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
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
06/11/18	<b>Revenues Collection and Performance Write-Offs</b>  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  Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee
11/12/18 <b>(NEW ITEM)</b>	<b>Revenues Collection and Performance Write-Offs</b>  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  Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Report to Joint Executive (Cabinet) Committee with exempt appendices

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
11/12/18 <i>(Deferred from 02/10/18)</i>	<p><b>Review of the West Suffolk Housing Strategy</b></p> <p>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 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.</p> <p>The draft Strategy will have previously been considered by the FHDC and SEBC Overview and Scrutiny Committees.</p>	Not applicable	(R) - Council 19/12/18	Joint Executive (Cabinet) Committee / Council	Sara Mildmay-White West Suffolk Lead for Housing 01359 270580	<p>Davina Howes Assistant Director (Families and Communities) 01284 757070</p> <p>David Collinson Assistant Director (Planning and Regulatory) 01284 757306</p> <p>Julie Baird Assistant Director (Growth) 01284 757613</p>	All Wards	Report to Joint Executive (Cabinet) Committee with draft Strategy, overview of existing Housing Strategy review and results of consultation

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
11/12/18 <i>(Deferred from 06/11/18)</i>	<b>West Suffolk Joint Tenancy Strategy</b> 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' approach to issues which affect tenants living in West Suffolk, including the management and allocation of affordable housing.	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 (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Joint Executive (Cabinet) Committee, including Tenancy Strategy
<i>(Deferred: New timeline to be confirmed)</i>	<b>West Suffolk Joint Affordable Housing Supplementary Planning Document (SPD)</b> The Affordable Housing Supplementary Planning Document (SPD) provides additional guidance to Core Strategy	Not applicable	(R) - Council (tbc)	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	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
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
	Policies CS5 (St Edmundsbury Borough Council) and CS9 (Forest Heath District Council) 'Affordable Housing' to ensure that applicants and developers have a clear understanding of affordable housing requirements when considering the submission of a planning application. The Cabinet will be asked to recommend to Council approval of this SPD.					(Strategic Housing) 01638 719440		
11/12/18	<b>Treasury Management Report 2018/2019 Investment Activity (1 April to 30 September 2018)</b> 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 Sept 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  Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council

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**

11/12/18 <i>(Deferred from 02/10/18)</i>	<b>Asset Management Strategy and Asset Management Plan</b> 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.
22/01/19 <b>(NEW ITEM)</b>	<b>Treasury Management Report 2018/2019 - Investment Activity (1 April to 31 December 2018)</b> 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  Greg Stevenson Service Manager (Finance and Performance) 01284 757264	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Joint Executive (Cabinet) Committee and Council

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
<b>All expected decisions listed below are intended to be taken by the Joint Executive (Cabinet) Committee, unless specified otherwise</b>								
12/03/19	<b>Revenues Collection and Performance Write-Offs</b>  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  Greg Stevenson Service Manager (Finance and Performance) 01284 757264	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

- 4  
pages  
30
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).
  - 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.
  - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
  - Information which reveals that the authority proposes –
    - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
    - (b) to make an order or direction under any enactment.
  7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

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

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

**NOTE 2: KEY DECISION 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	FHDC Leader of the Council FHDC Deputy Leader of the Council/ Families and Communities FHDC Portfolio Holder for Operations FHDC Portfolio Holder for Future Governance FHDC Portfolio Holder for Leisure and Culture FHDC Portfolio Holder for Resources and Performance FHDC Portfolio Holder for Planning and Growth
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	SEBC Leader of the Council SEBC Deputy Leader of the Council/ Housing  SEBC Portfolio Holder for Future Governance SEBC Portfolio Holder for Families and Communities SEBC Portfolio Holder for Resources and Performance SEBC Portfolio Holder for Planning and Growth SEBC Portfolio Holder for Leisure and Culture SEBC Portfolio Holder for Operations

(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)

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full Forest Heath District Council Cabinet Member</b>	<b>Full Suffolk Coastal District Council Cabinet Member</b>	<b>Full St Edmundsbury Borough Council Cabinet Member</b>	<b>Full Waveney District Council Cabinet Member</b>
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)
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute Forest Heath District Council Cabinet Members</b>	<b>Substitute Suffolk Coastal District Council Cabinet Members</b>	<b>Substitute St Edmundsbury Borough Council Cabinet Members</b>	<b>Substitute Waveney District Council Cabinet Members</b>
Cllr Sam Chapman-Allen	Cllr Lis Every	Cllr John Clark	Cllr James Waters	Cllr Stuart Lawson	Cllr Sara Mildmay-White	Cllr Mark Bee
Cllr William Nunn	Cllr Julia Huffer	Cllr Will Sutton	Cllr David Bowman	Cllr Ray Herring	Cllr Robert Everitt	Cllr Chris Punt

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

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# Overview and Scrutiny Committee



<b>Title of Report:</b>	<b>Shadow Executive (Cabinet) Decisions Plan: 1 September 2018 to 6 May 2019</b>	
<b>Report No:</b>	<b>OAS/FH/18/027</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	13 September 2018
<b>Shadow Executive Member:</b>	Councillor John Griffiths Leader of the Shadow Council <b>Tel:</b> 01284 757136 <b>Email:</b> <a href="mailto:john.griffiths@stedsbc.gov.uk">john.griffiths@stedsbc.gov.uk</a>	
<b>Lead Officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To inform Members on forthcoming decisions to be considered by the Shadow Executive (Cabinet).  Attached as <b>Appendix 1</b> is the Shadow Executive (Cabinet) Decisions Plan for the period 1 September 2018 to 6 May 2019.	
<b>Recommendation:</b>	<b>Overview and Scrutiny Committee:</b>  <b>Members are asked to <u>note</u> the Shadow Executive (Cabinet) Decisions Plan for 1 September 2018 to 31 March 2019.</b>	
<b>Documents attached:</b>	<b>Appendix 1</b> – Shadow Executive (Cabinet) Decisions Plan: 1 September 2018 to 6 May 2019	

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### Decisions Plan

#### **Key Decisions and other executive decisions to be considered**

**Date: 1 September 2018 to 6 May 2019**

**Publication Date: 17 August 2018**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Shadow Executive (Cabinet) or Officers under delegated authority, are intending to take up to 6 May 2019. This table is updated on a monthly rolling basis and provides at least 28 clear days' notice of the consideration of any key decisions and of the taking of any items in private.

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

Members of the public may wish to:

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

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

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18  (NEW ITEM)  Page 40	<b>Appointment of External Auditors for West Suffolk Council</b> The Shadow Executive will be asked to consider recommendations of the SEBC and FHDC <b>Performance and Audit Scrutiny Committees</b> for recommending to Shadow Council regarding a preferred option for appointing external auditors for the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Shadow Executive and Shadow Council
18/09/18  (NEW ITEM)	<b>Council Policies</b> The Shadow Executive will be asked to consider for recommending to Shadow Council, a first tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 25/09/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434  James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070  Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
18/09/18  Page 41	<b>Delivering a Sustainable Budget 2019/2020</b> The Shadow Executive will be asked to note the approach noted by the SEBC and FHDC Performance and Audit Scrutiny Committees in respect of the 2019/2020 budget setting process and medium term plans in preparation for the new West Suffolk Council.	Not applicable	For noting only at this stage.	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Note of the Performance and Audit Scrutiny Committees to the Shadow Executive
17/10/18  <b>(NEW ITEM)</b>	<b>Council Policies</b> The Shadow Executive will be asked to consider for recommending to Shadow Council, a second tranche of existing aligned FHDC/SEBC policies which are proposed to be 'rolled forward' with only minor amendments for application to the new West Suffolk Council.	Not applicable	(R) – Shadow Council 20/11/18	Shadow Executive/ Shadow Council	John Griffiths Leader 07958 700434  James Waters Deputy Leader 07771 621038	Davina Howes Assistant Director (Families and Communities) 01284 757070  Liz Barnard Service Manager (Corporate Policy) 01638 719454	All Wards	Report to Shadow Executive with recommendations to Shadow Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
17/10/18  Page 42	<b>Delivering a Sustainable Budget 2019/2020</b> Further to its consideration on 18 September 2018, the Shadow Executive will be asked to consider recommendations of the SEBC and FHDC Performance and Audit Scrutiny Committees for recommending to Shadow Council on proposals for achieving a sustainable budget in 2019/2020.	Not applicable	(D)  Consideration by the Shadow Council will take place as part of the budget setting paper on 19/02/19	Shadow Executive	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committees to the Shadow Executive
27/11/18  <b>(NEW ITEM)</b>	<b>Applications for Community Chest Grant Funding 2019/2020</b> The Shadow Executive will be asked to consider recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party in respect of applications for Community Chest funding for the 2019/2020 year and beyond.	Not applicable	(KD) - but subject to the budget setting process	Joint Executive (Cabinet) Committee	Robert Everitt Families and Communities 01284 769000  Robin Millar Families and Communities 07545 423782	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of FHDC's Portfolio Holder for Families and Communities and SEBC's Grant Working Party to Joint Executive (Cabinet) Committee.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/11/18	<p><b>Review of Bury St Edmunds Christmas Fayre</b></p> <p>The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC Overview and Scrutiny Committees following its review of the Bury St Edmunds Christmas Fayre, for implementation in 2019.</p>	Not applicable	(D)	Shadow Executive	<p>Alaric Pugh Planning and Growth 07930 460899</p> <p>Lance Stanbury Planning and Growth 07970 947704</p>	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive.
27/11/18	<p><b>Council Tax Base for Tax Setting Purposes 2019/2020</b></p> <p>The Shadow Executive will be asked to recommend to the Shadow Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2019/2020.</p>	Not applicable	(R) – Shadow Council 18/12/18	Shadow Executive/ Shadow Council	<p>Stephen Edwards Resources and Performance 07904 389982</p> <p>Ian Houlder Resources and Performance 07970 729435</p>	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
27/11/18  (NEW ITEM)  Page 44	<b>Review of the Garden Waste Collection Service</b>  The Shadow Executive will be asked to consider the recommendations of the SEBC and FHDC <b>Overview and Scrutiny Committees</b> following its review of the Garden Waste Collection Service, for implementation in April 2019.	Not applicable	(D)	Shadow Executive	David Bowman Operations 07711 593737  Peter Stevens Operations 07775 877000	Mark Walsh Assistant Director (Operations) 01284 757300  Mark Christie Service Manager (Business) 01638 719220	All Wards	Recommendations of the Overview and Scrutiny Committees to Shadow Executive
05/02/19  (NEW ITEM)	<b>West Suffolk Council Induction / Member Development Package</b>  The Shadow Executive will be asked to consider a proposed induction and member development package for supporting Members of the new West Suffolk Council in their first few weeks and months of being elected.	Not applicable	(D)	Shadow Executive	Ruth Bowman J.P. Future Governance 01638 510896  Carol Bull Future Governance 01953 681513	Jen Eves Assistant Director (HR, Legal and Democratic Services) 01284 757015  Leah Mickleborough Service Manager (Democratic Services) 01284 757162	All Wards	Report to Shadow Executive



Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
05/02/19	<b>Budget and Council Tax Setting 2019/2020 and Medium Term Financial Strategy</b> The Shadow Executive will be asked to consider the proposals for the 2019/2020 budget (and beyond) and Medium Term Financial Strategy for the West Suffolk Council, prior to its approval by the Shadow Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council
05/02/19	<b>Annual Treasury Management and Investment Strategy 2019/2020 and Treasury Management Code of Practice</b> The Shadow Executive will be asked to recommend to the Shadow Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Stephen Edwards Resources and Performance 07904 389982  Ian Houlder Resources and Performance 07970 729435	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Shadow Executive with recommendations to Shadow Council

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Shadow Executive Member/s Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.							
05/02/19 <b>(NEW ITEM)</b> 46	<b>West Suffolk Statement of Licensing Policy</b> The Shadow Executive will be asked to consider a new Statement of Licensing Policy for West Suffolk Council. <b>Consultation</b> will take place with the <b>Licensing and Regulatory Cmt</b> on the proposed content of the policy.	Not applicable	(R) – Shadow Council 19/02/19	Shadow Executive/ Shadow Council	Alaric Pugh Planning and Growth 07930 460899  Lance Stanbury Planning and Growth 07970 947704	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with new policy for recommending to Shadow Council for adoption.
05/02/19 <b>(NEW ITEM)</b>	<b>Street Vending and Trading Policy</b> The Shadow Executive will be asked to consider a revised street vending and trading policy. Consultation will take place with the <b>Licensing and Regulatory Cmt</b> on the proposed content of the policy.	Not applicable	(D)	Shadow Executive	Alaric Pugh Planning and Growth 07930 460899	David Collinson Assistant Director (Planning and Regulatory) 01284 757306	All Wards	Report to Shadow Executive with revised policy.

**NOTE 1: DEFINITIONS OF EXEMPT INFORMATION: RELEVANT PARAGRAPHS**

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

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

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

- Page 47
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):**

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

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

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# Overview and Scrutiny of Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/FH/18/028</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	13 September 2018
<b>Chairman of the Committee:</b>	Councillor Simon Cole Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 07974 443762 <b>Email:</b> <a href="mailto:simon.cole@forest-heath.gov.uk">simon.cole@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2018-2019 ( <b>Appendix 1</b> ).	
<b>Recommendation:</b>	<p><b>Overview and Scrutiny Committee:</b></p> <p><b>It is <u>RECOMMENDED</u> that:</b></p> <ol style="list-style-type: none"> <li><b>1) Members review the current status of its Rolling Work Programme for 2018-2019.</b></li> <li><b>2) <u>Identify questions</u> for the Cabinet Member for Operations to cover in his annual report to the Committee in November 2018.</b></li> </ol>	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b><u>do not</u></b> 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>	
<b>Documents attached:</b>	<b>Appendix 1</b> – 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 **8 November 2018**, the Cabinet Member for Operations 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 Operations** 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
<b>8 November 2018</b>		
Annual Portfolio Holder Presentation	Cabinet Member Operations	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 Tenancy Strategy	Lead Cabinet Member for Housing	To provide input into the West Suffolk Tenancy Strategy.
Annual Car Parking Update	Cabinet Member 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.
Garden Waste Collection Service – Final Report	Cabinet Member Operations	To receive the final report from the Joint Task and Finish Group on the review of the Garden Waste Collection Service.
Universal Credit (Role out in Forest Heath)	Cabinet Member Families and Communities	To receive information on the role out of Universal Credit in Forest Heath in December 2018 and lessons learnt from SEBC.
Asset Management Strategy and Asset Management Plan	Cabinet Member Planning and Growth	To provide input into the new Asset Management Strategy and associated Asset Management Plan.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
<b>10 January 2019</b>		
Annual Portfolio Holder Presentation	Cabinet Member for Leisure and Culture	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
West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy	Cabinet Member for Families and Communities	To provide input into the new West Suffolk Customer Access Strategy, Business Case and West Suffolk Digital Strategy.
West Suffolk Supplementary Planning Documentation on Affordable Housing	Lead Cabinet Member for Housing	To provide input into the West Suffolk Supplementary Planning Documentation on Affordable Housing.
Decisions Plan:	Leader of the Council	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee’s involvement.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>14 March 2019</b>		
Annual Portfolio Holder Presentation	<i>To be confirmed</i>	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Shadow Executive (Cabinet) Decisions Plan	Leader of the Shadow Council	To receive information on forthcoming decisions to be considered by the Shadow Executive (Cabinet).

### Current position of Overview and Scrutiny (Joint) Task and Finish Groups

	<b>Title</b>	<b>Purpose</b>	<b>Start Date (Established)</b>	<b>Members Appointed</b>	<b>Estimated End date</b>
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>	<p>September 2018</p> <p>November 2018</p>
2.	West Suffolk Garden Waste Collection Service Review  (Joint Task and Finish Group)	<p>A West Suffolk Joint Task and Finish Group to be established to carry out a review of the Garden Waste Collection Service.</p> <p>The review will be carried out between July and October 2018, in order to feed into final reports for the Overview and Scrutiny Committee meetings in November, and a report to the Shadow Executive. This will allow time for the recommendations to be taken account of before the arrangements for 2019 need to commence (there are system and communications arrangements that need to be undertaken ahead of the annual soft launch for payments in February).</p>	June 2018	<p><u>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

