

# Overview and Scrutiny Committee



<b>Title:</b>	<b>Agenda</b>												
<b>Date:</b>	<b>Thursday 11 July 2019</b>												
<b>Time:</b>	<b>5.00 pm</b>												
<b>Venue:</b>	<b>Council Chamber College Heath Road Mildenhall IP28 7EY</b>												
<b>Full Members:</b>	<p style="text-align: center;"><b>Chair</b> David Nettleton <b>Vice Chair</b> Simon Cole</p> <table> <tr> <td><u>Conservative Group</u>(9)</td> <td>Simon Brown Mike Chester Patrick Chung Terry Clements Simon Cole</td> <td>Stephen Frost Joe Mason Richard Rout Marion Rushbrook</td> </tr> <tr> <td><u>Spectrum Group</u> (3)</td> <td>Tony Brown Lisa Ingwall King</td> <td>David Nettleton</td> </tr> <tr> <td><u>The Independent Group</u> (3)</td> <td>Michael Anderson Paul Hopfensperger</td> <td>Ian Shipp</td> </tr> <tr> <td><u>Labour Group</u> (1)</td> <td>Diane Hind</td> <td></td> </tr> </table>	<u>Conservative Group</u> (9)	Simon Brown Mike Chester Patrick Chung Terry Clements Simon Cole	Stephen Frost Joe Mason Richard Rout Marion Rushbrook	<u>Spectrum Group</u> (3)	Tony Brown Lisa Ingwall King	David Nettleton	<u>The Independent Group</u> (3)	Michael Anderson Paul Hopfensperger	Ian Shipp	<u>Labour Group</u> (1)	Diane Hind	
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<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>	Six 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>												

<b>Venue:</b>	<b>West Suffolk Council Council Chamber College Heath Road Mildenhall Bury St Edmunds Suffolk IP28 7EY</b>	T: 01638 719729 E: <a href="mailto:democratic.services@westsuffolk.gov.uk">democratic.services@westsuffolk.gov.uk</a> W: <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 and following address: <b>West Suffolk Council Western Way Bury St Edmunds Suffolk, IP33 3YU</b>  at least five clear days before the meeting. They are also available to view on our website.	
<b>Attendance at meetings:</b>	The 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 participation:</b>	Members of the public who live or work in the District are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply.  A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.  There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.	
<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.  Visitor parking is at the car park at the front of the building and there are a number of accessible spaces.	
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<b>Recording of meetings:</b>	The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).  Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.	
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# Agenda

## Procedural Matters

**1. Substitutes**

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

**2. Apologies for Absence**

**3. Minutes**

**1 - 10**

To confirm the minutes of the meeting held on 13 June 2019 (copy attached).

## Part 1 – Public

**4. Public Participation**

Members of the public who live or work in the District are welcome to speak and may ask one question or make a statement of not more than three minutes duration relating to items to be discussed in Part 1 of the agenda only. If a question is asked and answered within three minutes, the person who asked the question may ask a supplementary question that arises from the reply. A person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start. There is an overall limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.

**5. Announcements from the Chair Regarding Responses from the Cabinet to Reports of the Overview and Scrutiny Committee**

**6. West Suffolk Parking Review 2019**

**11 - 14**

Report No: **OAS/WS/19/005**

**7. Cabinet Decisions Plan: 1 July 2019 to 31 May 2020**

**15 - 32**

Report No: **OAS/WS/19/006**

**8. Work Programme Update 2019-2020**

**33 - 36**

Report No: **OAS/WS/19/007**

## Part 2 – Exempt

**NONE**

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# Overview and Scrutiny Committee

**Minutes** of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 13 June 2019** at **5.00 pm** in the **Conference Chamber West (FR1-09), West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present: **Councillors**

**Chair** David Nettleton  
**Vice Chair** Simon Cole

Michael Anderson	Mike Chester
Tony Brown	Patrick Chung
Diane Hind	Terry Clements
Paul Hopfensperger	Stephen Frost
Lisa Ingwall-King	Joe Mason
Ian Shipp	Richard Rout

**Substitutes attending for a full Member**

Councillor Jim Thorndyke for Councillor Marion Rushbrook

**In attendance:**

Robert Everitt, Cabinet Member for Families and Communities  
John Griffiths, Leader of the Council  
Margaret Marks  
Sara Mildmay-White, Deputy Leader of the Council and Cabinet Member for Housing

**By invitation:**

Councillor Joanna Spicer, Chair of the Western Suffolk Community Safety Partnership

1. **Substitutes**

The following substitution was declared:

Councillor Jim Thorndyke substituting for Councillor Marion Rushbrook.

2. **Apologies for Absence**

Apologies for absence were received from Councillors Simon Brown and Marion Rushbrook.

Councillor Paul Hopfensperger had also sent his apologies in advance, however arrived at the meeting at 5.50pm.

### 3. **Public Participation**

There were no members of the public in attendance on this occasion.

### 4. **Community Safety Monitoring Report**

*[Councillor Paul Hopfensperger arrived at 5.50pm, during the consideration of this item].*

It was the duty of the Committee, as the Council's Crime and Disorder Committee designated under the Police and Justice Act 2006, to scrutinise the work of the Partnership.

The Committee received Report No: OAS/WS/19/001, presented by the Chair of the Western Suffolk Community Safety Partnership, Councillor Joanna Spicer, and the Council's Cabinet Member for Families and Communities, Councillor Robert Everitt.

The report set out the background to the partnership and the statutory bodies involved which Councillor Joanna Spicer expanded on, as well as updating Members on the community safety activity in West Suffolk, including the Western Suffolk Community Safety Partnership (WSCSP) for 2018-2019.

Over the past year the WSCSP had continued to meet and discharge its statutory duties by carrying out an annual assessment of crime and disorder in the area, continuing to deliver the three year plan and action plan to reflect the priorities of the partnership, and carrying out Domestic Homicide Reviews.

Attached at Appendix A to the report, was the WSCSP Plan 2019-2022, which was required to reflect the Suffolk Police and Crime Plan published by the Police and Crime Commissioner.

In May 2018, the WSCSP considered its priorities for 2018-2019. Based on the outcomes of partnership discussions and a strategic assessment of crime, the following priorities were identified as the focus of the WSCSP:

- County Lines;
- Violence against women and girls (including men and boys);
- Domestic homicide reviews;
- Hate crime; and
- Prevent

Councillor Robert Everitt, the Council's Cabinet Member for Families and Communities then drew relevant issues to Members' attention from the report, in particular providing an overview on each of the five areas set out above.

The Chairman then invited Councillor Margaret Marks, Ward Member for Haverhill West to address the Committee in respect of this item. She thanked the Committee for allowing her to speak and informed members she had attended a County Lines training event, and questioned how this would be rolled out to community groups. She also suggested that it would be useful

for the St Johns Ambulance to receive training on county lines, as well as sending out general information to all town/parish councils as not everyone understood what county lines meant.

In response to Councillor Marks' question, members were informed that county lines had been ongoing for over 18 months, and the Partnership was engaging with the voluntary sector on this. Work was being carried out in encouraging the public and members to report any incidents they saw relating to county lines via the 101 police non-emergency telephone number, the police's website or crime stoppers. Training and awareness was a priority for the Partnership, and was being provided firstly in schools and to all frontline staff within the Partnership. An introduction about county lines had also been provided at a recent Parish Conference.

Councillor Spicer expanded on county lines by explaining this was a serious issue, which linked into other crimes. The Partnership had the Western Suffolk tactical action plan in place and partners of the WSCSP were working through the objectives and prioritising actions within it. This work would remain a priority for the WSCSP.

The Committee scrutinised the report in detail and asked questions, to which comprehensive responses were provided. In particular discussions were held on the following.

- 1) Modern day slavery: Members noted that the report did not go into detail, and asked that officers provide a written response setting out more detail.
- 2) Target hardening: Members sought clarification on numbers and success rates. Members were informed, that where appropriate the council would support people to stay in their own homes, if it was safe to do so. In response to numbers, officers agreed to provide a written response.
- 3) Teen chill: This was a successful project and the Partnership was working with Abbeycroft Leisure to promote the project in other areas of West Suffolk and was looking at youth provision in its wider sense.

In response to a question raised regarding how many people had been charged in relation to county lines drug dealing in Western Suffolk, officers agreed to request an up to date written response on figures from Suffolk Police.

In response to a question raised regarding accessing data and analysis, members were informed that the Partnership continually works to ensure that they had access to all relevant partner information. Suffolk County Council provided the Partnership with data analysis. A recent step forward was that the NHS were now recording and sharing information on knife incidents presented at Accident and Emergency.

In response to a question raised regarding the importance of creating safe environments and forums to engage with young people, and encouraging parents to become more involved, officers outlined the work that the

Partnership was carrying out in schools, which included children, parents and school governors.

Members raised concerns regarding the police not attending town/parish council meetings to gather intelligence, and suggested producing a document setting out how information raised at town/parish meetings, should then be forwarded to the relevant organisation for actioning. In response, officers agreed to look into producing information which could be made available to town/parish councils.

Discussions were also held on domestic abuse; the reduction in police officers and Safer Neighbourhood Teams; Police funding in Suffolk; low level anti-social behaviour and how it might develop into serious crimes; the use of councillor locality budgets to engage with youth groups; and the importance of evaluating data and how the WSCSP could benchmark progress.

There being no decision required, the Committee **noted** the contents of the report, subject to comments made during the meeting to the Chair of the Western Suffolk Community Safety Partnership and officers.

## 5. **Draft West Suffolk Councils' Annual Report (2018-2019)**

*[Councillor Diane Hind left the meeting at 6.30pm during the consideration of this item, and prior to the vote being taken.*

*Councillor Ian Shipp left the meeting at 6.55pm during the consideration of this item, and prior to the vote being taken].*

The Leader of the Council, Councillor John Griffiths thanked the Committee for the opportunity to present Report No: OAS/WS/19/002, which outlined the draft West Suffolk Councils' Annual Report (2018-2019), and was before the Overview and Scrutiny Committee for their comments.

This was the final report of Forest Heath District Council and St Edmundsbury Borough Council working together as West Suffolk councils. 2018-2019 saw years of hard work by both members and officers come to fruition with the establishment of a new West Suffolk Council, putting us in pole position for the future to face challenges and seize opportunities. It reported retrospectively on achievements over the financial year 2018-2019, and therefore referred to the "councils" throughout. In 2019-2020 the Leader looked forward to presenting the first West Suffolk Council annual report.

The draft West Suffolk Councils' Annual Report (Appendix A) before the Committee, highlighted the key activities and developments that had been achieved over the financial year 2018-2019, with regard to the priorities set out in the West Suffolk Strategic Framework 2018-2020. The draft report contained a number of case studies and examples from West Suffolk to illustrate the achievements described.

The Leader then highlighted relevant issues for the attention of the Committee, such as West Suffolk continuing to develop a strategic partnership with the Cambridge and Peterborough Combined Authority. Discussions were underway with the Combined Authority examining the



opportunity to bring the Cambridge Autonomous Metro (CAM) to both Haverhill (estimated 2025) and Mildenhall (estimated 2028). The CAM would provide a rapid mass transit solution between areas of West Suffolk and Cambridge, connecting people to jobs, housing and educational opportunities. He explained that there was no doubt that in West Suffolk we were the envy of many parts of the country. We were a national leader in our ability to deliver to high quality services for the communities we serve whilst being able to invest in housing and businesses to encourage growth and prosperity. From talks with Government and other councils, we were seen as innovators in how we deliver better outcomes, both socially and financially for our residents.

The Leader wished to thank all members and staff who had not only shared our ambitious vision but were making it a reality. This was a team effort across parties and even council and organisational boundaries.

The Committee examined the document in detail and particular comments were made on the following areas of the draft Annual Report:

- (1) Page 27: Parks and green spaces: officers agreed to look at adding reference to bio-diversity in its parks, in this section.
- (2) Page 43: Anglia Revenues Partnership: officers agreed to reword this section.

Detailed discussions were also held on the following areas of the draft Annual Report, to which the Leader of the Council provided comprehensive responses as follows:

The Chair stated that whilst recognising that this was a retrospective report, it looked a bit "light" on climate change, and questioned what initiatives were being proposed for the first year of the West Suffolk Council and how could communities assist in promoting these initiatives.

In response the Leader made reference to electric charging points; solar farms and the former Forest Heath District Council being carbon neutral. He explained that Cabinet was currently working on the Terms of Reference for the Climate Change Task Force Group, which would be looking at a variety of issues, including parking which was linked, and hoped the Overview and Scrutiny Committee would get involved with the Climate Change Task Force Group. Also the Council was working hard with the Local Enterprise Partnership, who had taken on the Green Agenda.

In response to a question raised about what priorities would the Leader change, he explained that the council will review and consider its priorities over the next few months. The Leader expressed the hope that all Councillors would get involved in developing new priorities and a new strategic plan.

In response to a question raised regarding fly-tipping and the need for prevention rather than cure, members were informed that the council had recently prosecuted an offender and explained the process of having to have clear evidence to ensure a successful prosecution.

Members also discussed solar panels on social housing, parish conferences; reviewing locality budgets; community awards certificates; crucial crew; working in partnership with Suffolk County Council and town/parish councils; and the role of registered social landlords and ensuring the right houses were being built.

The Leader of the Council wished to thank the Overview and Scrutiny Committee for scrutinising the draft Annual Report and for their comments.

It was then proposed by Councillor Paul Hopfensperger, seconded by Councillor Mike Chester and with the vote being unanimous, it was:

**RECOMMENDED:**

**That the Draft West Suffolk Annual Report 2018-2019, attached at Appendix A to Report No: OAS/WS/19/002 be approved, subject to comments made during the meeting.**

**6. Cabinet Decisions Plan: 7 May 2019 to 31 May 2020**

The Committee received Report No: OAS/WS/19/003, which informed Members on forthcoming decisions to be considered by the Cabinet for the period 7 May 2019 to 31 May 2020.

The Committee considered the Decisions Plan and requested further information on Housing Delivery Plan: Update on First Phase.

In response to a question raised regarding the item on Delivering a Sustainable Budget 2020-2021, members were informed that the report to the Performance and Audit Scrutiny Committee would set out proposals for balancing the budget for 2020-2021. It would also include proposals for closing the budget gap for the subsequent years up to 2023-2024, in line with the Medium Term Plan.

There being no decision required, the Committee **noted** the contents of the 7 May 2019 to 31 May 2020 Decisions Plan.

**7. Appointments to the Suffolk County Council Health Scrutiny Committee (2019-2020)**

The Committee received Report No: OAS/WS/19/004, which sought nominations (annually), for one full member and one substitute member to serve on the Suffolk County Council's Health Scrutiny Committee for 2019-2020.

The Chair explained that district council members of the Health Scrutiny Committee should ideally be nominated from that council's Overview and Scrutiny Committee, although this was not essential as the necessary training would be provided by Suffolk County Council (SCC). The only caveat was that the nomination must not be a member from the nominating Council's Cabinet.

The Health Scrutiny Committee was responsible for scrutinising wellbeing and health services across the County. The Committee had 10 members in total: - five county councillors and one co-opted representative from each of the district and borough councils in Suffolk. Attached at Appendix 1 to the report was an extract from the SCC's constitution, setting out the role of the Health Scrutiny Committee.

The Committee meets four times a year. Since the report was published the July and October 2019 dates had been changed, and the revised dates for 2019-2020 were as follows:

Thursday 11 July 2019	Endeavour House, 8 Russell Road, Ipswich	10am
Thursday 10 October 2019	Endeavour House, 8 Russell Road, Ipswich	10am
Wednesday 15 January 2020	Endeavour House, 8 Russell Road, Ipswich	10am
Wednesday 22 April 2020	Endeavour House, 8 Russell Road, Ipswich	10am

The Overview and Scrutiny Committee considered the report and two nominations for the position of the West Suffolk Council's nominated representative on the Suffolk County Council Health Scrutiny Committee were received, which were both duly seconded. These being Councillor Margaret Marks and Councillor Paul Hopfensperger.

Councillor Joe Mason, who had proposed Councillor Margaret Marks, explained why he felt she would be an excellent full representative on the Health Scrutiny Committee for the new West Suffolk Council given her extensive background in the health profession and participation in various health organisations and initiatives over many years (including being a substitute member on the Health Scrutiny Committee for the former St Edmundsbury Borough Council).

Councillor Richard Rout then explained his reasons for proposing Councillor Paul Hopfensperger. This was followed by a personal statement from Councillor Paul Hopfensperger himself. Through these two supporting statements, the Committee was advised of: Councillor Hopfensperger's own background in health matters, including his own wellness business; Councillor Hopfensperger's record as the full representative of the former St Edmundsbury Borough Council on the Health Scrutiny Committee over the last 3½ years; and why Councillor Hopfensperger would be best placed to continue this work as the full representative for the new West Suffolk Council. Reference was also made to an email from the Chair of the SCC Health Scrutiny Committee, expressing her support for him to continue on the Health Scrutiny Committee. Councillor Hopfensperger also questioned why nominations for this role were sought each year.

Councillor Terry Clements then also explained why he supported Councillor Paul Hopfensperger in continuing his role on the Health Scrutiny Committee.

Nominations were then put to the vote by way of a show of hands and, with the vote being 6 for Councillor Margaret Marks and 6 for Councillor Paul

Hopfensperger and 1 abstention, the Chair exercised his casting vote, being for Councillor Margaret Marks. Accordingly, it was:

**RECOMMENDED**

**That Council be asked to confirm at its meeting on 16 July 2019, the appointment of Councillor Margaret Marks as the West Suffolk Council's nominated representative on the Suffolk County Council Health Scrutiny Committee for 2019-2020.**

Councillor Patrick Chung then proposed Councillor Paul Hopfensperger as the West Suffolk Council's nominated substitute representative, this was duly seconded by Councillor Tony Brown, and with the vote being unanimous, it was:

**RECOMMENDED**

**That Council be asked to confirm at its meeting on 16 July 2019, the appointment of Councillor Paul Hopfensperger as the West Suffolk Council's nominated substitute representative on the Suffolk County Council Health Scrutiny Committee for 2019-2020.**

**8. Developing a Scrutiny Work Programme (Verbal Discussion)**

The Director, Alex Wilson introduced this item on developing an effective scrutiny work programme. He explained that a scrutiny work programme needed to be timely and relevant, by having:

- A good understanding/split of roles between the Executive (Cabinet) and scrutiny.
- A range of meeting and decision-making styles tailored to the topic, with proper evidence.
- A work programme that was deliverable and well resourced.

The work programme also needed to be balanced, by including:

- Holding the Executive and others to account (with the need to have space in the work programme to do this as needed).
- Monitoring or oversight work (scheduled items in the work programme such as the annual reports considered earlier at this meeting)
- Reviews and developing new policy and practice (with the need to develop a structured work programme, and provide time to do this properly).

Ideally a scrutiny review in the latter category needed to have several of the following characteristics:

- Reflect the council's and community priorities
- Reflect a strong consensus on the need for the review

- Be led by scrutiny
- Not contrived (i.e. needed to take place)
- Genuine scope to add value/form ideas

The Director then informed the Committee that one of Cabinet's projects for the coming year would be to look at car parking, and the Portfolio Holder for Operations would be contacting the Chair and Vice-Chair to discuss how Overview and Scrutiny could be involved in the review.

The Chair and the Committee were keen to be involved in the review and suggested that the scope should be broader than it had been in the past. Members felt that car parking fitted into a bigger picture around the whole environmental review; and specifically felt residents' parking schemes, bus timetables and why people were not using buses should also be taken into consideration.

The Chair and Vice-Chair agreed to meet with the Portfolio Holder for Operations as soon as possible to discuss the scope of the review, before a report was brought to the Committee for its consideration.

The Chair then informed the Committee of the importance of not overloading its agenda.

Finally, the Chair informed the Committee of a change of date for its September 2019 meeting. This had been rescheduled and would now be held on Monday 2 September 2019 at West Suffolk House, and not Thursday 5 September 2019.

The meeting concluded at 7.30pm

**Signed by:**

**Chair**

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# West Suffolk Parking Review 2019

<b>Report No:</b>	<b>OAS/WS/19/005</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 July 2019
<b>Cabinet Member:</b>	Councillor Peter Stevens Cabinet Member for Operations <b>Tel:</b> 01787 280284 <b>Email:</b> <a href="mailto:peter.stevens@westsuffolk.gov.uk">peter.stevens@westsuffolk.gov.uk</a>	
<b>Lead officer:</b>	Darren Dixon Service Manager (Operations) <b>Tel:</b> 01284 757678 <b>Email:</b> <a href="mailto:darren.dixon@westsuffolk.gov.uk">darren.dixon@westsuffolk.gov.uk</a>	

**Decisions Plan:** N/A

**Wards impacted:** All

**Recommendation:** It is recommended that the Overview and Scrutiny Committee:

- (1) **Agrees to the establishment of a Review Group to consider car parking in West Suffolk; and**
- (2) **Approves the Terms of Reference for the Review Group as set out in paragraph 2.1; and**
- (3) **Delegates the Chair of the Overview and Scrutiny Committee in consultation with the Portfolio Holder (Operations), to make appointments to the Car Parking Review Group.**

## **1. Background / Context**

- 1.1 In 2012 the St Edmundsbury Borough Council's Overview and Scrutiny Committee undertook an extensive review of car parking provision and charging across the Borough. A significant number of recommendations were made by the Committee and endorsed by Cabinet on 12 December 2012 (reference Cabinet Report D223). This included the need for a full periodic review of car parking across the Borough every 3-4 years. Forest Heath District Council agreed to undertake a similar periodic review at its Cabinet meeting on 22 December 2015. Both authorities completed the last of these reviews in 2015. The next review is timetabled for completion by the end of 2019.
- 1.2 As in previous reviews, all car parks that are owned or managed by the authority will be included within the scope and this time, the review will also consider on-street parking capacity. This is required given our imminent responsibilities for Civil Parking Enforcement and our commitment to delivering local integrated parking plans.
- 1.3 The outcome will be a clear set of strategic aims and objectives for parking across West Suffolk identifying a number of recommendations that will improve the quality of service, and meet financial and growth objectives. These recommendations will be underpinned by an assessment of parking trends and delivery, and engagement with car park users and key stakeholders.

## **2. Proposals**

- 2.1 The Portfolio Holder (Operations) is asking the Overview and Scrutiny Committee to commission a review of parking in West Suffolk and in consultation with the Chair of Overview and Scrutiny, the proposed Terms of Reference for the review has been drafted and set out below:
  - 1) To review national/local trends and policy, and evaluate the current performance of the parking service across all locations including usage, condition of the car parks, the quality of service delivery, enforcement, parking incentives and customer feedback.
  - 2) To develop strategic aims and objectives for parking in West Suffolk with local parking plans aligned with on-street provision.
  - 3) To consider the imminent service changes arising from the implementation of Civil Parking Enforcement and the impact on parking behaviour.
  - 4) To consider current levels of occupancy, future capacity projections and any interventions that may be needed now and over the long term.
  - 5) To assess park and walk and the flexible payment system currently being trailed in Bury St Edmunds.



- 6) To review car park tariffs for the period of the Medium Term Financial Strategy, backed by consultation.
- 7) To identify service improvement and efficiencies.

2.2 The review will deliver the following outcomes:

- 1) An overarching strategy for parking across West Suffolk; individual place based parking plans for Bury St Edmunds, Haverhill, Newmarket, Mildenhall and Brandon; and a plan for other rural communities.
- 2) An effective, efficient and quality service.
- 3) Infrastructure and delivery of service that will support the vitality of our town centres and keep pace with our growth aspirations.
- 4) Income and saving opportunities.

2.3 It is proposed that a Review Group will be set up to oversee this process that will comprise of two West Suffolk Council members, a representative of the Performance and Audit Scrutiny Committee, a member representative of Suffolk County Council, and the Chair and Vice-Chair of the Overview and Scrutiny Committee. The Review Group will be supported by the Portfolio Holder for Operations and relevant officers.

2.4 The Review Group will report back with its finding and recommendations to the Overview and Scrutiny Committee on 14 November 2019.

### **3. Alternative Options**

3.1 The alternative option is not to review the parking operation. However, by not carrying out the review it would not be possible to ensure the parking service meet user requirements and wider strategic priorities.

### **4. Consultation and engagement**

4.1 Consultation will be undertaken with key stakeholders across the district including car park users, Suffolk County Council, Town Councils, BID teams, education providers, businesses, leisure and cultural providers. Benchmarking with other places will also be undertaken and they may require detailed engagement.

### **5. Risks**

5.1 Users, businesses and places may be adversely impacted by the decisions made in this review.

### **6. Implications arising from the proposal (delete where either they are not relevant to the report or are already covered in the main report)**

6.1 Any changes proposed as a result of this review will be subject to an Equality Impact Assessment.

**7. Appendices**

7.1 None

**8. Background documents**

8.1 Not applicable.



# Decisions Plan: 1 July 2019 to 31 May 2020

<b>Report No:</b>	<b>OAS/WS/19/006</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 July 2019
<b>Cabinet Member:</b>	Councillor John Griffiths (Leader) <b>Tel:</b> 07958 700434 <b>Email:</b> <a href="mailto:john.griffiths@westsuffolk.gov.uk">john.griffiths@westsuffolk.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>	

**Decisions Plan:** This report refers to items which are listed in the Cabinet’s Decisions Plan.

**Wards impacted:** All wards.

**Recommendation:** It is **RECOMMENDED** that, the Overview and Scrutiny Committee:

- (1) **Peruses the Decisions Plan for items on which they would like to receive further information on, or which they feel might benefit from the Committee’s involvement during the coming year: or**
- (2) **Notes the contents of the report.**

## **1. Background / Context**

### **1.1 Holding the Cabinet to Account**

1.1.2 Part of the Overview and Scrutiny Committee’s role is to hold the Cabinet to account for the discharge of its functions. The principal elements by which it will do this is as follows:

- (a) Scrutinising decisions which the Cabinet is planning to take, as set out in the Decisions Plan, or of which proper notice is given (*including decisions referred to it in accordance with paragraph 6.6.2 of Article 6 of the Constitution*).
- (b) Scrutinising decisions of the Cabinet and individual Portfolio Holders before they are implemented and if necessary, using the “call-in” mechanism to require the decision taker to reconsider the earlier decision.
- (c) Scrutinising decisions of the Cabinet or Portfolio Holders after they have been implemented as part of a wider review.

## **2. Proposals**

- 2.1 Attached as **Appendix 1** is the most recently published version of the Decisions Plan to be considered by Cabinet for the period 1 July 2019 to 31 May 2020.
- 2.2 Members are invited to peruse the Decisions Plan for items on which they would like to receive further information on, or which they feel might benefit from the Committee’s involvement during the coming year.
- 2.3 Members are asked to note that the Performance and Audit Scrutiny Committee, in most instances will receive reports on Financial, Audit and Governance related items published in the Decisions Plan.

## **3. Alternative Options**

- 3.1 Not applicable.

## **4. Consultation and engagement**

- 4.1 Not applicable.

## **5. Risks**

- 5.1 Not applicable.

## **6. Appendices**

- 6.1 **Appendix 1** – Decisions Plan: 1 July 2019 to 31 May 2020

## **7. Background documents**

- 7.1 Not applicable.

## Decisions Plan

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

**Date: 1 July 2019 to 31 May 2020**

**Publication Date: 21 June 2019**

The following plan shows both the key decisions and other decisions/matters taken in private, that the Cabinet, Portfolio Holders, Joint Committees or Officers under delegated authority, are intending to take up to 31 May 2020. 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 / individuals 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 West Suffolk Council, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU or College Heath Road, Mildenhall, Bury St Edmunds 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
No earlier than 23/07/19  (New Item)	<b>Asset Management Strategy and Asset Management Plan</b> The Cabinet will be asked to consider recommending to Council the adoption of a new Asset Management Strategy and associated Asset Management Plan.	Possible Exempt Appendices: Paragraph 3	(R) – Council 17/09/19 or later	Cabinet / Council	Susan Glossop Growth 01284 728377	Julie Baird Assistant Director (Growth) 01284 757613	All Wards	Report to Cabinet with recommendations to Council with the possibility of Exempt Appendices.
23/07/19  (New Item)	<b>Newmarket Leisure Centre Investment</b> The Cabinet will be asked to proceed with proposals for improvements to the leisure centre, as defined during the cost certainty works.	Possible Exempt Appendices: Paragraph 3	(D)	Cabinet	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Jill Korwin Director 01284 757252	All Wards	Report to Cabinet with possibility of exempt appendices.
23/07/19	<b>West Suffolk Annual Report 2018/2019</b>  Following scrutiny by the <b>Overview and Scrutiny Committee</b> , the Cabinet will be asked to consider the West Suffolk Annual Report 2018/2019.	Not applicable	(D)	Cabinet	John Griffiths Leader of the Council 01284 757001	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Report to Cabinet with draft Annual Report.

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
23/07/19	<b>Revenues Collection Performance and Write Offs</b> The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
23/07/19	<b>Housing Delivery Plan: Update on First Phase</b> The Cabinet may be asked to approve a housing delivery plan for West Suffolk. The Plan will set out a range of actions and interventions that the Council can take to increase the rate of housing delivery developed from a detailed analysis of the local housing market.	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Julie Baird Assistant Director (Growth) 01284 757613  Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft delivery plan.
10/09/19	<b>Western Way Development – Business Case</b> Following approval of the outline business case in October 2018, the Cabinet will be asked to consider	Possible Exempt Appendices: Paragraph 3	(R) – Council 17/09/19	Cabinet / Council	Jo Rayner Leisure, Culture and Community Hubs 07872 456836	Alex Wilson Director 01284 757695	All Wards	Recommendations to Cabinet and Council with the possibility of Exempt Appendices.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	recommending to Council, approval of the full Business Case for the proposed Western Way Development.							
10/09/19  Page 20	<b>Annual Treasury Management Report 2018/2019 and Investment Activity 1 April to 30 June 2018</b> The Cabinet will be asked to consider the recommendations of the <b>Performance and Audit Scrutiny Committee</b> regarding the seeking approval for the Annual Treasury Management Report for 2018/2019, which summarised the investment activities for the period 1 April to 30 June 2018.	Not applicable	(R) – Council 17/09/19	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
08/10/19  (Deferred from 23/07/19)	<b>Review of West Suffolk's Children's and Vulnerable Adults' Safeguarding Policy</b> In July 2018, the Government updated its	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Simon Phelan Service Manager (Strategic Housing) 01638 719440	All Wards	Report to Cabinet with draft policy.



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
Page 21	<p>statutory guidance 'Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.' The document sets out the legislative requirements and expectations of how key partners, including local authorities, should safeguard and promote the welfare of children and vulnerable adults.</p> <p>West Suffolk Council will therefore review its Safeguarding Policy to reflect the updated guidance.</p>							
08/10/19	<p><b>West Suffolk's Homelessness and Rough Sleeping Strategy</b> In response to fundamental changes to legislation and additional duties introduced through the Homelessness</p>	Not applicable	(D)	Cabinet	Sara Mildmay-White Housing 01359 270580	Davina Howes Assistant Director (Families and Communities) 01284 757070	All Wards	Recommendations of the <b>Overview and Scrutiny Committee</b> to Cabinet with draft policy and action plan.

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
Page 22	<p>Reduction Act 2017, a new Homelessness Reduction Strategy for West Suffolk was adopted in June 2018.</p> <p>The Ministry for Housing, Communities and Local Government introduced its Rough Sleeping Strategy in August 2018 and a delivery plan in December 2018. It requires local authorities to update their Homelessness Reduction Strategies and rebadge them to include rough sleeping.</p>							
26/11/19	<p><b>Revenues Collection Performance and Write Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet 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
26/11/19	<b>Delivering a Sustainable Budget 2020/2021</b> The Cabinet will be asked to consider recommendations of the <b>Performance and Audit Scrutiny Committee</b> for recommending to Council on proposals for achieving a sustainable budget in 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.
26/11/19	<b>Council Tax Base for Tax Setting Purposes 2020/2021</b> The Cabinet will be asked to recommend to Council the basis of the formal calculation for the Council Tax Base for West Suffolk Council for the financial year 2020/2021.	Not applicable	(R) – Council 17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.
26/11/19	<b>Local Council Tax Reduction Scheme and Council Tax Technical Changes 2019/2020</b> The Cabinet will be asked to consider proposals for the Local Council Tax Reduction Scheme and	Not applicable	(R) – Council 17/12/19  Or  17/12/19	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	Council Tax technical changes for West Suffolk Council prior to seeking its approval by Council.							
14/01/20  Page 24	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on 26 November 2019, the Cabinet will be asked to consider recommendations of the <b>Performance and Audit Scrutiny Committee</b> for recommending to Council on proposals for achieving a sustainable budget in 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet.
14/01/20	<b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 30 September 2019)</b> The Cabinets will be asked to consider the recommendations of the <b>Performance and Audit Scrutiny Committee</b> and recommend to Council, the	Not applicable	(R) – Council 25/02/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	approval of the Treasury Management Report 2019-2020 which summarised the investment activity for the period 1 April to 30 September 2019.							
11/02/20 Page 25	<b>Delivering a Sustainable Budget 2020/2021</b> Further to its consideration on previous occasions, the Cabinet will be asked to consider recommendations of the <b>Performance and Audit Scrutiny Committee</b> for recommending to Council on proposals for achieving a sustainable budget in 2020/2021.	Not applicable	(D)  Consideration by Council will take place as part of the budget setting paper on 25/02/20	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report of the Performance and Audit Scrutiny Committee to Cabinet.
11/02/20	<b>Budget and Council Tax Setting 2020/2021 and Medium Term Financial Strategy</b> The Cabinet will be asked to consider the proposals for the 2019/2020 budget	Not applicable	(R) – Council 25/02/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
	(and beyond) and Medium Term Financial Strategy for West Suffolk Council, prior to its approval by Council. This report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators.							
11/02/20	<b>Annual Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice</b> The Cabinet will be asked to recommend to Council, approval of the Treasury Management and Investment Strategy 2020/2021 and Treasury Management Code of Practice for West Suffolk Council, which must be undertaken before the start of each financial year.	Not applicable	(R) – Council 25/02/20	Cabinet/ Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with recommendations to Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
11/02/20	<p><b>Revenues Collection Performance and Write Offs</b></p> <p>The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.</p>	Exempt Appendices: Paragraphs 1 and 2	(KD)	Cabinet	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Report to Cabinet with exempt appendices.
24/03/20	<p><b>Treasury Management Report 2019/2020 – Investment Activity (1 April to 31 December 2019)</b></p> <p>The Cabinets will be asked to consider the recommendations of the <b>Performance and Audit Scrutiny Committee</b> and recommend to Council, the approval of the Treasury Management Report 2019-2020 which summarised the investment activity for the period 1 April to 31 December 2019.</p>	Not applicable	(R) – Council 31/03/20	Cabinet / Council	Sarah Broughton Resources and Performance 07929 305787	Rachael Mann Assistant Director (Resources and Performance) 01638 719245	All Wards	Recommendations of the <b>Performance and Audit Scrutiny Committee</b> to Cabinet and Council.

Expected Decision Date	Subject and Purpose of Decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date  (see Note 2 for Key Decision definitions)	Decision Taker (see Note 3 for membership)	Portfolio Holder Contact Details	Lead Officer Contact Details	Wards Affected	Documents to be submitted
24/03/20	<b>West Suffolk Pay Policy Statement 2020/2021</b> The Cabinets will Council approval of the Pay Policy Statement for 2020/2021, together with the Gender Pay Gap Report contained within it.	Not applicable	(R) Council – 31/03/20	Cabinet / Council	Carol Bull Governance 07767 472419	Wendy Canham Service Manager (Human Resources and Organisational Development) 01284 757006	All Wards	Report to Cabinet with recommendations to Council.



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

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

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

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.  
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 key decision is an executive decision that either:

- (a) Results in new expenditure, or a reduced income or savings of more than £100k in any one year that has not otherwise been included in the Council's revenue or capital budgets.
- (b) Comprises or includes the making, approval or publication of a draft or final scheme, which is not a routine business decision, that may require, either directly or in the event of objections, the approval of a Minister of the Crown.
- (c) Results in the formation of a new company, limited liability partnership or joint venture.
- (d) Has a potentially detrimental impact on communities outside of West Suffolk District.
- (e) Is a decision that is significant in terms of its effect on communities living or working in a definable local community in the District, or on one or more wards, in that it will:
  - (i) Have a long-term, lasting impact on that community; or
  - (ii) Restrict the ability of individual businesses or residents in that area to undertake particular activities; or
  - (iii) Removes the provision of a service or facility for that community; or
  - (iv) Increases the charges payable by members of the community to provide a service or facility by more than 5%; or
  - (v) Have the potential to create significant local controversy or reputational damage to the Council
- (f) A matter that the decision maker considers to be a key decision.
- (g) Any matters that fall under the scope of e) above must be subject to consultation with the local Member(s) in Wards that are likely to be impacted by the decision prior to the decision being made.

**NOTE 3: MEMBERSHIP OF BODIES MAKING KEY DECISIONS**

**(a) Membership of West Suffolk Council's Cabinet and their Portfolios**

<b>Cabinet Member</b>	<b>Portfolio</b>
John Griffiths	Leader of the Council
Sara Mildmay-White	Deputy Leader of the Council/ Housing
Sarah Broughton	Portfolio Holder for Resources and Performance
Carol Bull	Portfolio Holder for Governance
Andy Drummond	Portfolio Holder for Regulatory
Robert Everitt	Portfolio Holder for Families and Communities
Susan Glossop	Portfolio Holder for Growth
Jo Rayner	Portfolio Holder for Leisure, Culture and Community Hubs
Peter Stevens	Portfolio Holder for Operations

(b) **Membership of the Anglia Revenues Partnership Joint Committee (Breckland Council, East Cambridgeshire District Council, East Suffolk Council, Fenland District Council and West Suffolk Council)**

<b>Full Breckland Cabinet Member</b>	<b>Full East Cambridgeshire District Council Cabinet Member</b>	<b>Full East Suffolk Council Cabinet Member</b>	<b>Full Fenland District Council Cabinet Member</b>	<b>Full West Suffolk Council Cabinet Member</b>
Philip Cowen	David Ambrose-Smith	To be confirmed	Jan French	Sarah Broughton
<b>Substitute Breckland Cabinet Members</b>	<b>Substitute East Cambridgeshire District Council Cabinet Members</b>	<b>Substitute East Suffolk Council Cabinet Members</b>	<b>Substitute Fenland District Council Cabinet Members</b>	<b>Substitute West Suffolk Council Cabinet Members</b>
Sam Chapman-Allen	David Brown	To be confirmed	David Connor	Sara Mildmay-White
Paul Claussen	Joshua Schumann	To be confirmed	Kim French	To be confirmed

Leah Mickleborough  
 Service Manager (Democratic Services) and Monitoring Officer  
 Date: 21 June 2019



# Scrutiny Work Programme Update (2019-2020)

<b>Report No:</b>	<b>OAS/WS/19/007</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	11 July 2019
<b>Chair of the Committee:</b>	Councillor David Nettleton <b>Tel:</b> 01284 702212 <b>Email:</b> <a href="mailto:david.nettleton@westsuffolk.gov.uk">david.nettleton@westsuffolk.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>	

**Decisions Plan:** This item is not included in the Decisions Plan.

**Wards impacted:** Not applicable.

**Recommendation:** It is **RECOMMENDED** that, the Overview and Scrutiny Committee:

Reviews and notes the current status of topics scheduled in its rolling work programme for 2019-2020, attached at Appendix 1.

**1. Background**

- 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.
- 1.2 The work programme also leaves space for Call-ins and Councillor Calls for Action.
- 1.3 The current position of the work programme, including any Task and Finish Group(s) for 2019-2020 is attached at **Appendix 1** for information.

**2. Alternative Options**

- 2.1 Not applicable.

**3. Consultation and engagement**

- 3.1 Not applicable.

**4. Risks**

- 4.1 Not applicable.

**5. Appendices**

- 5.1 **Appendix 1** – Scrutiny Work Programme (2019-2020)

**6. Background documents**

- 6.1 None

## Overview and Scrutiny Committee Rolling Work Programme 2019-2020

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.

<b>Description</b>	<b>Lead Member / Officer</b>	<b>Details</b>
<b>2 September 2019 (Time: 5.00pm)</b> <b>Venue: West Suffolk House, Bury St Edmunds</b> <b>(Monday)</b>		
West Suffolk Homelessness and Rough Sleeping Strategy	(Cabinet Member for Housing) will be in attendance to present the report	To provide input in the West Suffolk Homelessness and Rough Sleeping Strategy, prior to being presented to Cabinet on 8 October 2019.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>14 November 2019 (Time: 5.00pm)</b> <b>Venue: District Offices, College Heath Road, Mildenhall</b> <b>(Thursday)</b>		
New West Suffolk Strategic Framework	Chief Executive	To provide input into the New West Suffolk Strategic Framework.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>9 January 2020 (Time: 5.00pm)</b> <b>Venue: West Suffolk House, Bury St Edmunds</b> <b>(Thursday)</b>		
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>12 March 2020 (Time: 5.00pm)</b> <b>Venue: District Offices, College Heath Road, Mildenhall</b> <b>(Thursday)</b>		
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme Update	Chair of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

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