

Overview and Scrutiny Committee



Title	Agenda																							
Date	Thursday 20 July 2023																							
Time	5.00 pm																							
Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds, Suffolk, IP33 3YU																							
Full Members	<div>Chair Sarah Broughton</div> <div>Vice Chair Marion Rushbrook</div> <table><tr><td rowspan="4">Conservative Group (7)</td><td>Sarah Broughton</td><td>Marion Rushbrook</td></tr><tr><td>Susan Glossop</td><td>Andrew Smith</td></tr><tr><td>Beccy Hopfensperger</td><td>Andrew Speed</td></tr><tr><td>Birgitte Mager</td><td></td></tr><tr><td rowspan="2">Independents (4)</td><td>Tony Brown</td><td>Aaron Luccarini</td></tr><tr><td>Dawn Dicker</td><td>Don Waldron</td></tr><tr><td rowspan="3">Progressive Alliance Grouping (5)</td><td>Luke Halpin</td><td>Julia Wakelam</td></tr><tr><td>Rowena Lindberg</td><td>Kevin Yarrow</td></tr><tr><td>Andrew Martin</td><td></td></tr></table>			Conservative Group (7)	Sarah Broughton	Marion Rushbrook	Susan Glossop	Andrew Smith	Beccy Hopfensperger	Andrew Speed	Birgitte Mager		Independents (4)	Tony Brown	Aaron Luccarini	Dawn Dicker	Don Waldron	Progressive Alliance Grouping (5)	Luke Halpin	Julia Wakelam	Rowena Lindberg	Kevin Yarrow	Andrew Martin	
Conservative Group (7)	Sarah Broughton	Marion Rushbrook																						
	Susan Glossop	Andrew Smith																						
	Beccy Hopfensperger	Andrew Speed																						
	Birgitte Mager																							
Independents (4)	Tony Brown	Aaron Luccarini																						
	Dawn Dicker	Don Waldron																						
Progressive Alliance Grouping (5)	Luke Halpin	Julia Wakelam																						
	Rowena Lindberg	Kevin Yarrow																						
	Andrew Martin																							
Substitutes	<table><tr><td rowspan="2">Conservative Group (4)</td><td>Ian Houlder</td><td>Sara Mildmay-White</td></tr><tr><td>Margaret Marks</td><td>Joanna Rayner</td></tr><tr><td rowspan="2">Independents (2)</td><td>Michael Anderson</td><td>Tracy Whitehand</td></tr><tr><td></td><td></td><td></td></tr><tr><td rowspan="2">Progressive Alliance Grouping (2)</td><td>Sue Perry</td><td>Liz Smith</td></tr><tr><td></td><td></td><td></td></tr></table>			Conservative Group (4)	Ian Houlder	Sara Mildmay-White	Margaret Marks	Joanna Rayner	Independents (2)	Michael Anderson	Tracy Whitehand				Progressive Alliance Grouping (2)	Sue Perry	Liz Smith							
Conservative Group (4)	Ian Houlder	Sara Mildmay-White																						
	Margaret Marks	Joanna Rayner																						
Independents (2)	Michael Anderson	Tracy Whitehand																						
Progressive Alliance Grouping (2)	Sue Perry	Liz Smith																						
Interests – declaration and restriction on participation	Members are reminded of their responsibility to declare any disclosable pecuniary interest, other registerable or non-registerable interest which they have in any item of business on the agenda, no later than when that item is reached and, when appropriate, to leave the meeting prior to discussion and voting on the item.																							
Quorum	Six Members																							
Committee administrator	Christine Brain Democratic Services Officer (Scrutiny) Telephone 01638 719729 Email democratic.services@westsuffolk.gov.uk																							

Public information



Venue	Conference Chamber West Suffolk House Western Way Bury St Edmunds, Suffolk, IP33 3YU
Contact information	Telephone: 01638 719729 Email: democratic.services@westsuffolk.gov.uk Website: www.westsuffolk.gov.uk
Access to agenda and reports before the meeting	The agenda and reports will be available to view at least five clear days before the meeting on our website.
Attendance at meetings	<p>This meeting is being held in person in order to comply with the Local Government Act 1972.</p> <p>Measures have been applied to ensure the health and safety for all persons present at meetings.</p> <p>We may also be required to restrict the number of members of the public able to attend in accordance with the room capacity.</p> <p>If you consider it necessary for you to attend, please let Democratic Services know in advance of the meeting so they can endeavour to accommodate you and advise you of the necessary health and safety precautions that apply to the meeting. For further information about the venue, please visit http://www.westsuffolk.gov.uk/contact-us-cfm</p>
Public participation	<p>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.</p> <p>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>The Constitution allows that a person who wishes to speak must register at least 15 minutes before the time the meeting is scheduled to start.</p> <p>In accordance with government guidance, the Council has developed general protocols on operating building safely in order to reduce the risk of the spread of coronavirus.</p> <p>We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.</p>

	There is an overall time limit of 15 minutes for public speaking, which may be extended at the Chair's discretion.
Accessibility	If you have any difficulties in accessing the meeting, the agenda and accompanying reports, including for reasons of a disability or a protected characteristic, please contact Democratic Services at the earliest opportunity using the contact details provided above in order that we may assist you.
Recording of meetings	<p>The Council may record this meeting and permits members of the public and media to record or broadcast it as well (when the media and public are not lawfully excluded).</p> <p>Any member of the public who attends a meeting and objects to being filmed should advise the Committee Administrator who will instruct that they are not included in the filming.</p>
Personal information	<p>Any personal information processed by West Suffolk 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:</p> <p>https://www.westsuffolk.gov.uk/Council/Data_and_information/howweuseinformation.cfm or call Customer Services: 01284 763233 and ask to speak to the Information Governance Officer.</p>

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 - 4

To confirm the minutes of the meeting held on 15 June 2023 (copy attached).

4. Declarations of interest

Members are reminded of their responsibility to declare any disclosable pecuniary interest or other registerable interest which they have in any item of business on the agenda, **no later than when that item is reached** and to leave the meeting prior to discussion and voting on the item.

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

Part 1 – public

6. 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.

In accordance with government guidance, the Council has developed general protocols on operating buildings safety in order to reduce the risk of the spread of coronavirus and will apply to members of the public registered to speak. **We would therefore strongly urge anyone who wishes to register to speak to notify Democratic Services by 9am on the day of the meeting so that advice can be given on the arrangements in place.**

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

- | | | |
|-----------|---|----------------|
| 7. | Cabinet Decisions Plan: 1 July 2023 to 31 May 2024 | 5 - 22 |
| | Report number: OAS/WS/23/010 | |
| 8. | Work programme update and Suggestions for Scrutiny | 23 - 48 |
| | Report number: OAS/WS/23/011 | |

Part 2 – exempt

None

This page is intentionally left blank

Overview and Scrutiny Committee



Minutes of a meeting of the **Overview and Scrutiny Committee** held on **Thursday 15 June 2023** at **5.00pm** in the **Conference Chamber, West Suffolk House**, Western Way, Bury St Edmunds IP33 3YU

Present

Councillors

Chair Sarah Broughton

Vice Chair Marion Rushbrook

Tony Brown

Susan Glossop

Pat Hanlon

Beccy Hopfensperger

Rowena Lindberg

Aaron Luccarini

Birgitte Mager

Andrew Smith

Andrew Speed

Don Waldron

Julia Wakelam

Kevin Yarrow

Substitutes attending for a full member

Liz Smith

Tracy Whitehand

In attendance

Victor Lukaniuk

Margaret Marks,

Sara Mildmay-White

Phil Wittam

216. **Substitutes**

The following substitution was declared:

Councillor Liz Smith substituting for Councillor Andrew Martin.

Councillor Tracy Whitehand substituting for Councillor Dawn Dicker.

217. **Apologies for absence**

Apologies for absence were received from Councillors Dawn Dicker and Andrew Martin.

218. **Minutes**

The minutes of the meeting held on 9 March 2023 were confirmed as correct record and signed by the Chair.

219. **Declarations of interest**

Members' declarations of interest are recorded under the item to which the declaration relates.

220. **Announcements from the Chair regarding responses from the Cabinet to reports of the Overview and Scrutiny Committee**

No announcements were made on this occasion regarding responses from the Cabinet to reports from the Overview and Scrutiny Committee.

221. **Public participation**

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

222. **Suffolk County Council Health Scrutiny Committee - 19 April 2023**

The Committee received report number OAS/WS/23/006, which was the last report prepared by Councillor Margaret Marks as the Council's representative on the Suffolk County Council Health Scrutiny Committee, setting out what was considered at its meeting held on 19 April 2023. The main focus of the meeting was on Childhood Obesity in Suffolk. Councillor Marks also took the opportunity to provide updates on phlebotomy and dentistry.

The Committee considered the report and asked questions to which Councillor Marks provided comprehensive responses. In particular discussions were held on school meals and their nutritional value; the childhood nutrition guidance provided for women during their pregnancy; Abbeycroft Leisure's initiative "learn to cook with families"; junk food advertising; the need for more emphasis on food portion control and the need for lifestyle changes.

The Committee acknowledged that health was a huge subject and questioned what the council's remit for health was; what it could do to add value in West Suffolk and how best to feed back issues concerning West Suffolk to the Health Scrutiny Committee.

At the conclusion of the discussions, the Committee **noted** the report and thanked Councillor Marks for the passion and effort she had put in as the Council's representative on the Health Scrutiny Committee.

223. **Appointments to Outside Scrutiny Bodies**

[Councillor Beccy Hopfensperger left the meeting at 5.45pm, prior to the consideration of this item.]

The Committee received report number OAS/WS/23/007, which sought nominations for one full member and one substitute member to serve on the Suffolk County Council's Health Scrutiny Committee for the term of the 2023 to 2027 administration.

The Health Scrutiny Committee was responsible for scrutinising wellbeing and health services across the County and meets four times a year. 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 considered the report for the position of the West Suffolk Council's nominated representative on the Suffolk County Council Health Scrutiny Committee.

One nomination was received from Councillor Tony Brown for Councillor Andrew Martin to be the full member on the Health Scrutiny Committee as he worked as a paramedic and had a good knowledge of how the NHS operated. As Councillor Andrew Martin was unable to attend the meeting it was taken that Councillor Andrew Martin accepted the nomination.

No further nominations were received. With the vote being unanimous, it was,

Resolved

That Councillor Andrew Martin be appointed as the West Suffolk Council's representative on the Suffolk County Council Health Scrutiny Committee for the term of the 2023 to 2027 administration.

The Committee then considered the substitute position on the Health Scrutiny Committee. One nomination was received from Councillor Tony Brown for Councillor Sue Perry to be the substitute, as she works for the Cambridge University Hospitals NHS Foundation Trust. Councillor Sue Perry was unable to attend the meeting and the Monitoring Officer advised that Councillor Sue Perry had emailed prior to the meeting to accept the nomination.

No further nominations were received. With the vote being unanimous, it was,

Resolved

That Councillor Sue Perry be appointed as the substitute representative on the Suffolk County Council Health Scrutiny Committee for the term of the 2023 to 2027 administration.

224. Cabinet Decisions Plan: 1 June 2023 to 31 May 2024

The Committee received report number: OAS/WS/23/008, which informed members on forthcoming decisions to be considered by the Cabinet for the period 1 June 2023 to 31 May 2024.

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 June 2023 to 31 May 2024 Decisions Plan.

225. Work programme update 2023

The Committee received report number: OAS/WS/23/009, which updated members on the current status of its rolling work programme of items for scrutiny during 2020-2021 (Appendix 1).

The Chair informed the Committee that she had attended a meeting with the Vice-Chair of the Committee and officers to discuss possible scrutiny topics, and proposed the following work areas to be looked at by the Committee during 2023 to 2024:

- 1) To review the performance of Abbeycroft Leisure. This was a piece of work which Cabinet and the Portfolio Holder were supportive for the Committee to carry out. To enable this to be brought to the Committee, work would be carried out with officers to develop a scoping document setting out key lines of enquiry for the Committee to consider at its next meeting on 20 July 2023.
- 2) The Chair also suggested that the Committee looked at something relating to the planning of transport and infrastructure. This would need careful consideration so as to not complicate the local plan, which was at an advanced stage and the top priority. The aim of the review instead would be to get upstream and help influence future local plans. The Chair would be working with officers and other councillors to develop a scoping document setting out the key lines of enquiry that adds real value, for the Committee to consider at its meeting on 20 July 2023.

The Committee then considered other possible topics it might wish to scrutinise:

- Environmental Health and Food Hygiene Inspections
- Planning Enforcement
- Grass Cutting
- Taxi Buses
- Flagship Housing

Members were advised of the requirement to complete the required Scrutiny Work Programme Suggestion form and to liaise with the relevant Portfolio Holder(s) prior to submitting their form. Once the completed form had been submitted, relevant officers would work with the councillor to scope out the review and key lines of enquiry, before being added to the Committee's agenda for consideration on whether to accept or reject the suggestion.

There being no decision required, the Committee **noted** the update.

The meeting concluded at 6.00pm

Signed by:

Chair

Cabinet Decisions Plan: 1 July 2023 to 31 May 2024

Report number:	OAS/WS/23/010	
Report to and date(s):	Overview and Scrutiny Committee	20 July 2023
Cabinet member:	Councillor Cliff Waterman (Leader) Tel: 01284 757001 Email: cliff.waterman@westsuffolk.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

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. Context to this report

1.1 Holding the Cabinet to Account

1.2 Part of the Overview and Scrutiny Committee's role is to hold the Cabinet to account for the discharge of its functions (*paragraph 7.2.5 of [Article 7 of the Constitution](#)*). 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 within this report

- 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 2023 to 31 May 2024.
- 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 that have been considered

- 3.1 Not applicable.

4. Consultation and engagement undertaken

- 4.1 Not applicable.

5. Risks associated with the proposals

5.1 Not applicable.

6. Appendices referenced in this report

6.1 **Appendix 1** – Decisions Plan: 1 July 2023 to 31 May 2024

7. Background documents associated with this report

7.1 Not applicable.

This page is intentionally left blank

Decisions Plan

Key Decisions and other executive decisions to be considered

Date: 1 July 2023 to 31 May 2024

Publication Date: 16 June 2023

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 2024. 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; or
- receive copies of any of the documents in the public domain listed below; or
- receive copies of any other documents in the public domain relevant to those matters listed below which may be submitted to the decision taker; or
- make representations in relation to why meetings to consider the listed items intended for consideration in private should be open to the public.

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

Expected decision date	Subject and purpose of decision	Reason for taking item in private (see Note 1 for relevant exempt paragraphs)	Decision (D), Key Decision (KD) or Rec (R) to Council on date (see Note 2 for Key Decision definitions)	Decision taker (see Note 3 for membership)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
19/09/23 Page 10	Annual Treasury Management and Financial Resilience Report (2022 to 2023) The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the Annual Treasury Management and Financial Resilience Report for 2022 to 2023.	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
19/09/23	Treasury Management Report – June 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking	Not applicable	(R) – Council 26/09/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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 members-hip)	Portfolio holder contact details	Lead officer contact details	Documents to be submitted
	approval for the financial resilience activities between 1 April 2023 and 30 June 2023.						
19/09/23 Page 11	Revenues Collection Performance and Write Offs Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.
05/12/23	Council Tax Base for Tax Setting Purposes 2024 to 2025 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 2024 to 2025.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
05/12/23 Page 12	Local Council Tax Reduction Scheme 2024 to 2025 The Cabinet will be asked to consider proposals for potential revisions to the Local Council Tax Reduction Scheme prior to seeking its approval by Council.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with recommendations to Council.
05/12/23	Delivering a Sustainable Medium-Term Budget The Cabinet will be asked to consider rec's of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for achieving a sustainable budget in 2024 to 2025 and in the medium term.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
05/12/23 Page 13	Treasury Management Report – September 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 30 September 2023.	Not applicable	(R) – Council 19/12/23	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
05/12/23	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

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	Documents to be submitted
06/02/24 Page 14	Community Chest Grants 2024 to 2025 The Cabinet will be asked to consider the recommendations of the West Suffolk Grant Working Party in respect of the levels of funding (if any) to be awarded to applicants to the Community Chest funding scheme for 2024 to 2025.	Not applicable	(KD) (a)	Cabinet	Donna Higgins Families and Communities	Davina Howes Director (Families and Communities) 01284 757070	Recommendations of the West Suffolk Grant Working Party to Cabinet.
06/02/24	Delivering a Sustainable Medium-Term Budget The Cabinet will be asked to consider recommendations of the Performance and Audit Scrutiny Committee for recommending to Council on proposals for	Not applicable	(R) – Council 20/02/24 Unless separate proposals are recommended by Cabinet,	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
Page 15	achieving a sustainable budget in 2024 to 2025 and in the medium term.		consideration by Council will take place as part of the budget setting paper on 20/02/24				
06/02/24	Budget and Council Tax Setting 2024 to 2025 and Medium Term Financial Strategy 2024 to 2028 The Cabinet will be asked to consider the proposals for the 2024 to 2025 budget and Medium Term Financial Strategy 2024 to 2028 for West Suffolk Council, prior to its approval by Council. This	Not applicable	(KD) (e)– in relation to fees and charges element where proposed increases will be more than five percent (R) – Council	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
Page 16	<p>report includes the Minimum Revenues Provision (MRP) Policy and Prudential Indicators, and also the outcomes of the Council's review of its fees and charges.</p> <p>The fees and charges have been reviewed in accordance with the Council's Fees and Charges Policy, which has resulted in proposed increases to some. Where the proposed increase is greater than five percent, this constitutes a Key Decision. The Cabinet will consider the proposals as part of its consideration of this report.</p>		<p>20/02/24</p> <p>Unless separate proposals are recommended by Cabinet, consideration by Council will take place as part of the separate budget setting paper on 20/02/24</p>				

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	Documents to be submitted
06/02/24 Page 17	Financial Resilience - Strategy Statement 2024 to 2025 and Treasury Management Code of Practice The Cabinet will be asked to recommend to Council, approval of the Strategy Statement 2024 to 2025 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 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	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	Documents to be submitted
06/02/24 Page 18	Treasury Management Report – December 2023 The Cabinet will be asked to consider the recommendations of the Performance and Audit Scrutiny Committee regarding seeking approval for the financial resilience activities between 1 April 2023 and 31 December 2023.	Not applicable	(R) – Council 20/02/24	Cabinet/ Council	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Recommendations of the Performance and Audit Scrutiny Committee to Cabinet and Council.
12/03/24	Revenues Collection Performance and Write Offs The Cabinet will be asked to consider writing-off outstanding debts, as detailed in the exempt appendices.	Exempt appendices: paragraphs 1 and 2	(KD) (a)	Cabinet	Diane Hind Resources 01284 706542	Rachael Mann Director (Resources and Property) 01638 719245	Report to Cabinet with exempt appendices attached.

Note 1: Definition of exempt information and relevant paragraphs of the Local Government Act 1972

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:

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 key decision is an executive decision that either:

- a. Results in new expenditure, or a reduced income or savings of more than £100,000 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
 - vi. A matter that the decision maker considers to be a key decision.
- f. 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

Cabinet Member	Portfolio
Cliff Waterman	Leader of the Council
Victor Lukaniuk	Deputy Leader of the Council
Donna Higgins	Portfolio Holder for Families and Communities
Diane Hind	Portfolio Holder for Resources
Gerald Kelly	Portfolio Holder for Governance and Regulatory
Richard O'Driscoll	Portfolio Holder for Housing
Ian Shipp	Portfolio Holder for Leisure
David Taylor	Portfolio Holder for Operations
Jim Thorndyke	Portfolio Holder for Planning
Indy Wijenayaka	Portfolio Holder for Growth

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

Member Council	Full representative	Substitute representatives
Breckland	Philip Cowen	To be confirmed
East Cambridgeshire	James Lay	To be confirmed
East Suffolk	Peter Byatt	To be confirmed
Fenland	Jan French	To be confirmed
West Suffolk	Diane Hind	Victor Lukaniuk David Taylor

Jennifer Eves
Director (Human Resources, Governance and Regulatory)
Date: 16 June 2023

This page is intentionally left blank

Scrutiny Work Programme 2023 Update and Suggestions for Scrutiny

Report number:	OAS/WS/23/011	
Report to and date(s):	Overview and Scrutiny Committee	20 July 2023
Chair of the Committee:	Councillor Sarah Broughton Chair of Overview and Scrutiny Telephone: 01284 787327 Email: sarah.broughton@westsuffolk.gov.uk	
Lead officer(s):	Christine Brain Democratic Services Officer (Scrutiny) Telephone: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	

Decisions Plan: This item is not included in the decisions plan.

Wards impacted: Not applicable.

Recommendation: It is recommended that Overview and Scrutiny Committee:

1. Reviews and notes the status of topics currently scheduled in its rolling work programme for 2023, attached at Appendix 1.
2. Resolves to include "Abbeycroft Leisure Strategic Partnership Review" into its forward work programme for 2023-2024.
3. Approves the scoping document for the Abbeycroft Leisure Strategic Partnership Review, attached at Appendix 2.

- 4. Approves the terms of reference for the Abbeycroft Leisure Strategic Partnership Review Task and Finish Group, attached at Appendix 3, and identifies members who would be willing to be part of the group.**
- 5. Resolves to include “Transport and Infrastructure” into its forward work programme for 2023-2024.**
- 6. Approves the scoping document for the Transport and Infrastructure Review, attached at Appendix 5.**
- 7 Approves the terms of reference for the Transport and Infrastructure Review Task and Finish Group, attached at Appendix 6, and identifies members who would be willing to be part of the group.**

1. Context to this report

1.1 Scrutiny 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 any Task and Finish Group(s) or Review Group(s), and items currently agreed is attached at **Appendix 1**.

2. Proposals within this report

2.1 Suggestion for Scrutiny: Abbeycroft Leisure Strategic Partnership Review

- 2.1.1 At its meeting held on 15 June 2023, Councillor Sarah Broughton suggested the Committee could undertake a review of the Abbeycroft Leisure Strategic Partnership, which was a piece of work which Cabinet and the Portfolio Holder were supportive for the Committee to carry out.
- 2.1.2 Attached at **Appendix 2** for the Committee's consideration is the scoping document setting out the key lines of enquiry for this review.
- 2.1.3 If supported, it is proposed that a small group of members would form a Task and Finish Group and work on the review and make recommendations to the committee.
- 2.1.4 If members would like to be part of the review, they are requested to highlight this at the meeting so that work can commence from September 2023 (as set out in **Appendix 2**) and the Terms of Reference attached at **Appendix 3**.

2.2 Suggestion for Scrutiny: Transport and Infrastructure

- 2.2.1 At its meeting held on 15 June 2023, Councillor Sarah Broughton suggested the Committee could review the planning of transport and infrastructure to assist with the development of future local plans. It was noted that this would not include the current work on developing a local plan and instead would be to get upstream to help influence future local plans.

- 2.2.2 As a follow-up to this, Councillor Sarah Broughton completed a work programme suggestion form, which is attached at **Appendix 4** for the Committee's consideration along with a scoping document setting out the key lines of enquiry (**Appendix 5**).
- 2.2.3 If supported, it is proposed that a small group of members would meet alongside officers to work on the review, with a view to making recommendations.
- 2.2.4 If members would like to be part of the review, they are requested to highlight this at the meeting. The Terms of Reference are attached at **Appendix 6**

3. Appendices referenced in this report

- 3.1 Appendix 1 – Scrutiny Work Programme 2023
- Appendix 2 – Scoping Document and Key Lines of Enquiry: Abbeycroft Leisure Strategic Partnership Review
- Appendix 3 – Terms of Reference: Abbeycroft Leisure Strategic Partnership Review
- Appendix 4 – Completed Work Programme Suggestion Form – Transport and Infrastructure
- Appendix 5 – Scoping Document and Key Lines of Enquiry: Transport and Infrastructure
- Appendix 6 – Terms of Reference: Transport and Infrastructure Review

4. Background documents associated with this report

- 4.1 None

West Suffolk Council

Overview and Scrutiny Committee: Rolling Work Programme (2023 to 2024)

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 - Officer	Details
21 September 2023 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Community Safety Partnership Report	Cabinet Member for Families and Communities	To review the work of the Partnership on an annual basis (West Suffolk Community Safety Partnership)
Suffolk County Council: Health Scrutiny Committee	Councillor Andrew Martin	To receive an update from the Council's appointed representative on discussions held by the Suffolk Health Scrutiny Committee on 12 July 2023.
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and Laura-Jane Miller-Jones	To receive an update from the Council's appointed representatives on discussions held by the Suffolk Police and Crime Panel on 14 July 2023
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
9 November 2023 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and Laura-Jane Miller-Jones	To receive an update from the Council's appointed representatives on discussions held by the Suffolk Police and Crime Panel on 6 October 2023
Suffolk County Council: Health Scrutiny Committee	Councillor Andrew Martin	To receive an update from the Council's appointed representative on discussions held by the Suffolk Health Scrutiny Committee on 11 October 2023.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Member - Officer	Details
18 January 2024 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
17 March 2024 (Time: 5.00pm)		
Venue: West Suffolk House, Western Way, Bury St Edmunds		
Suffolk County Council: Health Scrutiny Committee	Councillor Andrew Martin	To receive an update from the Council’s appointed representative on discussions held by the Suffolk Health Scrutiny Committee on 24 January 2024.
Suffolk County Council: Police and Crime Panel	Councillors Mike Chester and Laura-Jane Miller-Jones	To receive an update from the Council’s appointed representatives on discussions held by the Suffolk Police and Crime Panel on 26 January 2024.
Decisions Plan	Leader of the Council	To receive information on forthcoming decisions to be considered by the Cabinet.
Work Programme	Chair of the Committee	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
Future Item(s) for Review		
Mildenhall Hub	Cabinet Member for Leisure	Cabinet endorsed a future review on progress against the year five financial test by way of a final report on the Mildenhall Hub Post Implementation Review be included in the Overview and Scrutiny Committee’s work programme for 2026 , subject to the completion of a scoping / key lines of enquiry exercise being carried out with the Strategic Director.

Current position of Overview and Scrutiny Working Groups

	Title	Purpose	Start Date (Established)	Members Appointed	Estimated End date
1.	Modern Day Slavery Working Group	<p>A Working Group was established in November 2020 to carry out a review of the West Suffolk Council statement and approach to modern-day slavery.</p> <p>(The government announced in September 2020 new guidance which requires councils to report on their activities in relation to modern day slavery. More guidance is awaited from government. Once this has been published, the Working Group will convene its first meeting).</p> <p>Update: Queens Speech 2022 – Modern Slavery Bill – reducing modern slavery in the supply chain. Once the Bill has progressed and more detail is published, the Working Group will convene its first meeting.</p>	Not yet met.	<p>Councillors:</p> <p>Diane Hind Mike Chester Vacancy</p>	

This page is intentionally left blank

OVERVIEW AND SCRUTINY

(Abbeycroft Leisure: Strategic Partnership Review – SCOPE)

1. Topic: Abbeycroft Leisure

2. Purpose of the scrutiny review

To review the Council's partnership with Abbeycroft Leisure between 2019 to 2023 against the current Collaboration Agreement between the two organisations.

To review the current Collaboration Agreement outcomes and provide a report and recommendations for Overview and Scrutiny to consider before referring to Cabinet.

Key lines of enquiry

Context and Evidence Based Decision Making

- To review the current Collaboration Agreement between Abbeycroft Leisure and West Suffolk Council and its shared objectives to ensure it optimises delivery, outcomes, efficiency and financial performance.
- To review the performance of Abbeycroft against the envisaged outcomes in the Agreement for the period 2019 to 2023.
- To review the financial performance of Abbeycroft against the agreed management fee reduction plan and examine the impact of the support West Suffolk Council (the Council) provided to Abbeycroft during and post-Covid.
- To review the health and community outcomes of Abbeycroft's work, and alignment to the Council's objectives and opportunities to develop this further.
- To consider the impact of the Council's Leisure Investment Fund against the approved business cases including its impact on the management fee which the Council paid to Abbeycroft (which has now reached zero).
- To consider a number of extraordinary factors which have impacted the leisure industry from closures due to Covid, its role in recovery and the energy crisis and inflation and the wider performance of public sector leisure in this time.

Development of Options

- To make recommendations to feed into the planned review of the current Collaboration and Funding Agreement between West Suffolk Council (WSC) and Abbeycroft Leisure (ACL) which was finalised in 2019 (and covers the period 2017 to 2032 with scope to extend for two further five-year periods). The agreement provides for the delivery of common objectives by reference to service outcomes and operates on an open book basis with quarterly reviews overseen by the Portfolio Holder for Leisure.

- The review to provide stakeholder feedback to Abbeycroft Leisure and the Council.

3. Outcomes

For the Overview and Scrutiny Committee to make evidenced based recommendations to the Cabinet on the Council's future strategic partnership with Abbeycroft Leisure through proposed revisions to the current Collaboration Agreement and its outcomes.

Note: This is a piece of work which Cabinet and the Portfolio Holder are supportive for the Committee to carry out.

4. Approach

Site visits/evidence gathering from partners etc. to be carried out by the Task and Finish Group outside of the formal meetings.

The scrutiny review will be carried out by a report prepared by a small Task and Finish Group along with the Strategic Director or Director of Operations and appropriate officers.

The above key lines of enquiry will be investigated by officers and members of the committee and a report presented to the Overview and Scrutiny Committee for consideration and referral to Cabinet.

5. Information required

Background data

- Scene-setting presentation (To identify any issues and celebrate successes with leisure facilities, and share content of current Collaboration Agreement)
- Examples of good practice from other comparable areas.
- Various site visits to Abbeycroft Leisure facilities as determined by the Task and Finish Group
- Visits to any other local authorities identified by the aforementioned research into good practice for leisure facilities (to be advised).

Views from internal expert advisors

- Strategic Director
- Director of Operations
- Director of Resources and Property
- Cabinet Member for Leisure
- Service Manager for Facilities and Leisure
- Service Manager for Families and Communities
- Service Manager for Green Space and Heritage
- West Suffolk Councillors

Views from external expert advisors

- Chief Executive, Abbeycroft Leisure
- Finance Director, Abbeycroft Leisure
- Chair of Trustees, Abbeycroft Leisure
- Partners and users.
- Other local authorities (if applicable in relation to best practice review)

6. Internal resources and support

- Establish a small Task and Finish Group
- Strategic Director
- Director of Operations
- Service Manager for Facilities and Leisure
- Christine Brain, Democratic Services Officer (Scrutiny)

7. Timetable and key dates

Note: Need to ensure that the strategic objectives of the new administration are confirmed prior to the commencement of this piece of work.

	Date
Work Programme Suggestion Form and Scoping Document considered by OAS Committee.	20 July 2023
Establishment of a small Task and Finish Group (5 to 7 members)	20 July 2023
First Meeting of Task and Finish Group	September 2023
Inquiry and research by the Task and Finish Group	September / October 2023
Final meeting of Task and Finish Group to meet to review and agree key recommendations to be included in report.	October / November 2023
Agreement of draft report and recommendations by the Overview and Scrutiny Committee.	November 2023
Chair of the Overview and Scrutiny Committee to present the final report and recommendations to Cabinet.	December 2023

8. Follow-up/Monitoring

N/A

This page is intentionally left blank

TERMS OF REFERENCE

Overview and Scrutiny Task and Finish Group Abbeycroft Leisure Strategic Partnership Review

Outcomes sought from the review: For the Overview and Scrutiny Committee to make evidenced based recommendations to the Cabinet on the Council's future strategic partnership with Abbeycroft Leisure through proposed revisions to the current Collaboration Agreement and its outcomes. This is a piece of work which Cabinet and the Portfolio Holder are supportive for the Committee to carry out.

Background: The background to the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Work to be undertaken: The work to be undertaken is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Timescale: The timescale for the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Governance:

- The group will consist of up to 7 members to be appointed from the membership of the Overview and Scrutiny Committee.
- There shall be a quorum level of 3 for meetings.
- The Chair and Vice-Chair shall be appointed by the group from amongst its members.
- There shall be a general desire to work towards a consensus on any decisions required from the group, but where this cannot be achieved voting shall be by a show of hands with the Chair having a casting vote.

Member expectations: Members of the group are expected to ensure they make every effort to attend meetings. Members should be mindful that the review is time-limited, and therefore they may be required to undertake a higher number of meetings than usual during the review. Members should expect to:

- Actively participate in debates, meetings, workshops.
- Be creative, supporting new ideas coming forward and being open minded to what can be achieved.
- Seek to be realistic in terms of suggestions and cognisant of available budgets, resources and other competing priorities.
- Read and consider papers presented in advance of the meeting and undertake research themselves to ensure they are well informed of the subject matter.
- Use their experience, knowledge and insight but be mindful of the need to employ solutions across the whole of West Suffolk.
- Be asked to lead on pieces of work alongside officers, where appropriate to do so.
- Actively support any consultation / engagement undertaken by the group, for example by attending consultation events, actively promoting the

consultation and encouraging other members and communities to participate.

- All members of the group to support all agreed outcomes of the review.

At all times when taking part in the review, members will be subject to the West Suffolk Code of Conduct.

Chair Expectations: The Chair will be expected to:

- Maintain effective working relationships with key officers involved with the working group, discussing any arising concerns with lead officers and ensure work remains on track for delivery to the group.
- Maintain an effective relationship with the Portfolio Holder(s), working alongside the lead officers to keep them informed on the work of the group and seeking their views of the acceptability of emerging proposals.
- Maintain effective order at working group meetings, ensuring all members are actively engaged in the work of the group.
- Acting as the spokesperson for the working group, presenting its proposals to the Overview and Scrutiny Committee and Cabinet as appropriate.

Access to Information: *The following would normally apply:* As a non-decision-making body, the normal Access to Information Rules do not apply. Members may want to have a free and frank debate, in which they may test concepts and ideas and to share such information when it is in a formative state. These ideas may be subsequently discounted in entirety. Releasing information into the public domain could undermine the subsequent proposals and decisions of the group and have the potential to damage the Council's reputation. Papers should therefore (minutes, reports etc) should be treated as confidential unless it is stated / agreed otherwise, or the information is already in the public domain. Confidential information should not be shared with other parties, including other Councillors and outside organisations.

Frequency, timing and location of meetings: Meetings will be convened in accordance with the demands of the work and to accommodate the availability of members and stakeholders.

Limitations: As a task and finish group, the group does not have any delegated decision-making authority and any recommendations are to be put to the Overview and Scrutiny Committee for consideration, and to Cabinet for adoption.

Resource support: The following officers are expected to support the work of the Group:

- The Strategic Director
- The Director of Operations, as the lead responsible officer and other staff they may nominate.
- Service Manager for Facilities and Leisure.
- Officers from Democratic Services to support the administration of the group.

Suggestion for Scrutiny Work Programme form (To be considered by the Overview and Scrutiny Committee)

<p>Suggestion from: Councillor Sarah Broughton and Councillor Marion Rushbrook</p>
<p>What would you like to suggest for investigation or review? (Please continue on a separate sheet if necessary)</p> <p>Transport and Infrastructure – this is not to interfere with the current local plan under review but post this. To ensure that West Suffolk are ahead, as to where SCC might be proposing new schools, roads etc and the NHS are planning health facilities and how West Suffolk Council can assist.</p> <p>The Government is currently consulting on new means of planning and funding of infrastructure and going forward we want to understand more of this and learn from experiences of others (Norfolk is currently doing this through partnership working) and how this might benefit the whole West Suffolk and where we can gain funding for infrastructure.</p>
<p>What are the main issues or concerns to be considered? (Please continue on a separate sheet if necessary)</p> <p>West Suffolk is taking a large amount of new housing as well as employment, it is important that correct infrastructure such as highways, schools, GP surgeries are placed in the right place and at the right time and we need to engage with Key stakeholders.</p> <p>Government funding – to understand how we can access this and to identify where WSC can lobby Government to shape the current consultation.</p>
<p>Who is responsible for providing this service or tackling the issue in question?</p> <p>It is a combination of SCC, Highways and West Suffolk and NHS. Government funding</p>
<p>Have you spoken to them and, if so, what was the response?</p> <p>No</p>
<p>What is the portfolio holder's view on this issue?</p> <p>Have spoken to Cllr Thorndyke, Cabinet Member for Planning and he thought this was useful work.</p>

What would be the likely benefits and outcomes of carrying out this investigation or review?	
<p>That there would be joined up thinking as to where new schools or school expansion, hospitals, GP surgeries so a working partnership would be in place. Where required new roads to enable development and to ease congestion on the roads as well as lobbying Government for funding.</p>	
Estimated committee and officer resource implications (for example, research group, one-off report, dedicated meeting)	
<p>Task and Finish group – meetings with key partners such as SCC, NHS - dedicated meetings. Dependent on the work this might take a year to complete, and the findings brought back to Overview and Scrutiny with outcomes.</p>	
Suggested witnesses, documentation and consultation	
<p>SCC – Schools and Highways NHS – Hospitals and GP surgeries</p>	
Will this investigation or review contribute to one or more of the council's strategic priorities? If so, which ones? (Please tick those which apply)	
<ul style="list-style-type: none"> • Growth in West Suffolk's economy for the benefit of all our residents and UK plc. 	Yes
<ul style="list-style-type: none"> • Resilient families and communities that are healthy and active. 	Yes
<ul style="list-style-type: none"> • Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas. 	Yes
Will this investigation or review contribute to the achievement of one or more of the commitments within the council's West Suffolk Strategic Framework 2020 to 2024 priorities? If so, which ones? (Please tick those which apply)	
Growth in West Suffolk's economy for the benefit of all our residents and UK plc:	
<ul style="list-style-type: none"> • Encourage economic growth in West Suffolk that benefits our local economy, our workforce, our families and communities and our global and local environments, in particular by tackling climate change. 	Yes
<ul style="list-style-type: none"> • Secure improved infrastructure and facilities to support new and existing communities. 	Yes
<ul style="list-style-type: none"> • Invest in our towns, villages and countryside areas by building on their unique strengths. 	Yes

Resilient families and communities that are healthy and active:	
• Support communities to fulfil their ambitions so as to improve the lives of residents and the local environment.	
• Work with partners to build resilience in families and communities, so that problems can be prevented at the earliest opportunity.	
• Use our community, leisure public open space, countryside and heritage assets so that they give maximum benefit to West Suffolk communities.	
Increased and improved provision of appropriate housing in West Suffolk in both our towns and rural areas:	
• Ensure a variety of new housing is provided in appropriate locations that meets the needs of current and future generations.	Yes
• Improve the quality of housing and the local environment for our residents.	Yes
• Support people to access suitable housing, including by working in partnership to address their wider needs.	Yes
Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which? (Please tick those which apply)	
• Public interest: The concerns of local people should influence the issues chosen by overview and scrutiny.	
• Impact (value): Priority should be given to issues that make the biggest difference to the social, economic and environmental wellbeing of the area and which have the potential to make recommendations which could lead to real improvements. The outcome must also be proportionate to the cost of carrying out the review in terms of staff and councillor time.	Yes
• Relevance: Overview and scrutiny must be satisfied that an issue identified for review is relevant and does not duplicate existing work being undertaken elsewhere by various working groups, Cabinet, partners and so on.	Yes
• Partnership working or external scrutiny: The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	Yes
Would you like to be involved in the investigation or review?	
Yes	
Date of request:	
26 June 2023	
Signed:	
Sarah Broughton	

Please return this form to:
Democratic Services Officer (Scrutiny), West Suffolk Council, West Suffolk House,
Western Way, Bury St Edmunds, Suffolk, IP33 3YU
Email: democratic.services@westsuffolk.gov.uk

This page is intentionally left blank

OVERVIEW AND SCRUTINY

(Transport and Infrastructure – SCOPE)

1. Topic: Transport and infrastructure

2. Purpose of the scrutiny review

To establish ways to get upstream and help influence future local plans and provide a report and recommendations for Overview and Scrutiny to consider before referring to Cabinet.

This is not to interfere with the current local plan under review but post this. To ensure that West Suffolk are ahead, as to where SCC might be proposing new schools, roads etc and the NHS are planning health facilities and how West Suffolk Council can assist. The Government is currently consulting on new means of planning and funding of infrastructure and going forward we want to understand more of this and learn from experiences of others (Norfolk is currently doing this through partnership working) and how this might benefit the whole West Suffolk and where we can gain funding for infrastructure.

To also learn and understand the business model and systems used to deliver/provide the service (health, education, highways etc) how West Suffolk can understand and influence the decision-making process to deliver the right infrastructure in the right places to meet the needs of the community.

Key lines of enquiry

Context and Evidence Based Decision Making

- To review the current evidence base for infrastructure on how to predict and forecast; and have a better understanding of their business challenges, constraints in order to identify opportunities to work together and make change.
- To get a better understanding of what kinds of new approaches are being consulted on by government for infrastructure delivery, and why.
- To identify where West Suffolk Council could lobby government to seek to shape the current consultation on new means of planning for and funding infrastructure.
- To learn from experiences of others, including but not limited to a nationally recognised process in Norfolk on infrastructure planning through a partnership between the county and district councils.
- To identify what West Suffolk Council and Suffolk County Council need to be thinking about now, well in advance of any changes affecting future local plans and developments.

- To engage with Suffolk County Council and the NHS and other partners (as appropriate) to seek their view and thoughts on this issue.
- To identify issues in relation to water supply and long-term growth.
- To understand how future policy and approach is sufficiently adaptable to secure emerging and more sustainable infrastructure provision.

Development of Options

- To scope and learn from best practice across the country.
- To work with the infrastructure providers and develop agreements for partnership working.
- Share business models and systems to understand challenges.
- Identify opportunities to work differently and together in the future to benefit west Suffolk and beyond.

3. Outcomes

For the Overview and Scrutiny Committee to make evidenced based recommendations to the Cabinet on ways to get upstream in influencing future local plans by understanding what we as a district can do to assist Suffolk County Council, NHS and other partners, which would not complicate the local plans process in any way.

That there would be joined up thinking as to where new schools or school expansion, hospitals, GP surgeries so a working partnership would be in place. Where required new roads to enable development and to ease congestion on the roads as well as lobbying Government for funding.

4. Approach

The scrutiny review will be carried out by a report prepared by a small Task and Finish Group along with the Director of Planning and Growth and appropriate officers.

Hold meetings with key partners such as SCC, NHS etc. - dedicated meetings; inception meetings. Dependent on the work this might take a year to complete, and the findings brought back to Overview and Scrutiny with outcomes for consideration and referral to Cabinet.

5. Information required

Background data

- Scene- setting presentation (To identify current issues)
- Looking at other authorities for good practice e.g., Norfolk County Council
- Reviewing new government legislation and requirements and how this influences infrastructure delivery.
- Various meetings with infrastructure providers to understand their systems, forecasting and delivery procedures

Views from internal expert advisors

- Director of Planning and Growth
- Cabinet Member for Planning
- Cabinet Member for Growth
- Service Manager (Planning Strategy)
- All West Suffolk Councillors

Views from external expert advisors

- Planning Advisory Service
- Norfolk County Council (critical friend/good practice)
- Suffolk County Council (Schools and Highways)
- National Highways
- Network Rail
- UK Power Networks, solar; ground source etc.
- Anglian Water
- NHS / Integrated Care Board (Hospitals; GP surgeries; Dentists)

6. Resources and support

- Establish a small Task and Finish Group
- Director of Planning and Growth
- Service Manager (Planning and Strategy)
- Christine Brain, Democratic Services Officer (Scrutiny)
- Small budget to be made available to invite experts (Planning Advisory Service)

7. Timetable and key dates

	Date
Work Programme Suggestion Form and Scoping Document considered by OAS Committee.	20 July 2023
Establishment of a small Task and Finish Group (5 to 7 members)	20 July 2023
Officers to work with the Chair and Vice-Chair of Overview and Scrutiny and partners to set the timetable for the full review.	July /August 2023
Task and Finish Group to hold its first meeting.	September 2023
Various types of meetings to be held during the review process, including engagement / panel meetings with: <ul style="list-style-type: none">- UKPN, Solar, Anglian Water- Integrated Care Board, SCC Education, Dentistry- National Highways, Network rail, SCC Highways	September 2023 July 2024

Final meeting of Task and Finish Group to approve the draft report and recommendations.	August 2024
Agreement of draft report and recommendations by the Overview and Scrutiny Committee.	September 2024
Chair of the Overview and Scrutiny Committee to present the final report and recommendations to Cabinet.	September / October 2024

8. Follow-up/Monitoring

N/A

TERMS OF REFERENCE

Overview and Scrutiny Task and Finish Group Transport and Infrastructure Review

Outcomes sought from the review: For the Overview and Scrutiny Committee to make evidenced based recommendations to the Cabinet on ways to get upstream in influencing future local plans by understanding what we as a district can do to assist Suffolk County Council, NHS and other partners, which would not complicate the local plans process in any way.

That there would be joined up thinking as to where new schools or school expansion, hospitals, GP surgeries so a working partnership would be in place. Where required new roads to enable development and to ease congestion on the roads as well as lobbying Government for funding.

Background: The background to the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Work to be undertaken: The work to be undertaken is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Timescale: The timescale for the review is set out in more detail in the Scoping and Key Lines of Enquiry Document.

Governance:

- The group will consist of up to 7 members to be appointed from the membership of the Overview and Scrutiny Committee.
- There shall be a quorum level of 3 for meetings.
- The Chair and Vice-Chair shall be appointed by the group from amongst its members.
- There shall be a general desire to work towards a consensus on any decisions required from the group, but where this cannot be achieved voting shall be by a show of hands with the Chair having a casting vote.

Member expectations: Members of the group are expected to ensure they make every effort to attend meetings. Members should be mindful that the review is time-limited, and therefore they may be required to undertake a higher number of meetings than usual during the review. Members should expect to:

- Actively participate in debates, meetings, workshops.
- Be creative, supporting new ideas coming forward and being open minded to what can be achieved.
- Seek to be realistic in terms of suggestions and cognisant of available budgets, resources and other competing priorities.
- Read and consider papers presented in advance of the meeting and undertake research themselves to ensure they are well informed of the subject matter.
- Use their experience, knowledge and insight but be mindful of the need to employ solutions across the whole of West Suffolk.

- Be asked to lead on pieces of work alongside officers, where appropriate to do so.
- Actively support any consultation / engagement undertaken by the group, for example by attending consultation events, actively promoting the consultation and encouraging other members and communities to participate.
- All members of the group to support all agreed outcomes of the review.

At all times when taking part in the review, members will be subject to the West Suffolk Code of Conduct.

Chair Expectations: The Chair will be expected to:

- Maintain effective working relationships with key officers involved with the working group, discussing any arising concerns with lead officers and ensure work remains on track for delivery to the group.
- Maintain an effective relationship with the Portfolio Holder(s), working alongside the lead officers to keep them informed on the work of the group and seeking their views of the acceptability of emerging proposals.
- Maintain effective order at working group meetings, ensuring all members are actively engaged in the work of the group.
- Acting as the spokesperson for the working group, presenting its proposals to the Overview and Scrutiny Committee and Cabinet as appropriate.

Access to Information: *The following would normally apply:* As a non-decision-making body, the normal Access to Information Rules do not apply. Members may want to have a free and frank debate, in which they may test concepts and ideas and to share such information when it is in a formative state. These ideas may be subsequently discounted in entirety.

Releasing information into the public domain could undermine the subsequent proposals and decisions of the group and have the potential to damage the Council's reputation.

Papers should therefore (minutes, reports etc) should be treated as confidential unless it is stated / agreed otherwise, or the information is already in the public domain. Confidential information should not be shared with other parties, including other Councillors and outside organisations.

Frequency, timing and location of meetings: Meetings will be convened in accordance with the demands of the work and to accommodate the availability of members and stakeholders.

Limitations: As a task and finish group, the group does not have any delegated decision-making authority and any recommendations are to be put to the Overview and Scrutiny Committee for consideration, and to Cabinet for adoption.

Resource support: The following officers are expected to support the work of the Group:

- The Director of Planning and Growth, as the lead responsible officer and other staff they may nominate.
- Service Manager for Planning and Strategy
- Officers from Democratic Services to support the administration of the group.
- Small budget to be made available to invite experts (Planning Advisory Service)

This page is intentionally left blank