

Overview and Scrutiny of Committee



Forest Heath
District Council

Title of Report:	Work Programme Update	
Report No:	OAS/FH/16/012	
Report to and date:	Overview and Scrutiny Committee	21 April 2016
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead officer:	Christine Brain Democratic Services Officer (Scrutiny) Tel: 01638 719729 Email: Christine.brain@westsuffolk.gov.uk	
Purpose of report:	<p>1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016 and current Task and Finish Groups running (Appendix 1);</p> <p>2) To remind Members to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny (Appendix 2).</p>	
Recommendation:	<p>Overview and Scrutiny Committee:</p> <p>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016.</p>	
Key Decision: (Check the appropriate box and delete all those that do not apply.)	<p><i>Is this a Key Decision and, if so, under which definition?</i></p> <p>Yes, it is a Key Decision - <input type="checkbox"/></p> <p>No, it is not a Key Decision - <input checked="" type="checkbox"/></p>	
Documents attached:	<p>Appendix 1 – Current Work Programme and Task and Finish Group</p> <p>Appendix 2 - Work Programme Suggestion Form</p>	

1. Key issues and reasons for recommendations

1.1 Rolling Work Programme

1.1.1 The Committee has a rolling work programme, whereby suggestions for scrutiny reviews are brought to each meeting, 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. The current position of the work programme for the next few months is attached at **Appendix 1** for information.

1.2 Member Work Programme Suggestion Form

1.2.1 Attached at **Appendix 2** is the Member Work Programme Suggestion Form, which Members are reminded to complete when submitting future items for potential scrutiny.

1.2.2 This enables suggestions received to be considered by the Committee at each meeting.

Overview and Scrutiny Committee Rolling Work Programme (Forest Heath District Council)

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

Description	Lead Officer	Details
9 June 2016		
SCC Portfolio Holder for Roads and Transport (Yet to be confirmed)	Work Programme Suggestion (Cllr Stanbury)	Pre-enquiry meeting on the transport links for rural villages in FHDC – (Case study – Red Lodge)
Draft West Suffolk Annual Report 2015-2016	Policy Officer / Leader of the Council	To provide an input to this important document.
Portfolio Holder Presentation	Leader of the Council	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Newmarket Vision	Portfolio Holder for Families and Communities	To receive an update on the progress made by Newmarket Vision
New Housing Development Sites Joint Task and Finish Group	Service Manager (Planning – Development)	Final report – to jointly review with St Edmundsbury Borough Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update and Re-appointments to Task Groups/SCC Health Scrutiny	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales. (To re-appoint members to current Task and Finish Groups and the Suffolk County Council Health Scrutiny Committee for 2016-2017.

Description	Lead Officer	Details
21 July 2016		
Portfolio Holder Presentation	Shared Lead Councillor for Housing	The Shared Lead Councillor with Forest Heath for Housing has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 1)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
15 September 2016		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Housing Development Company Annual Business and Delivery Plan	Head of Housing	To scrutinise the Housing Development Company Annual Business and Delivery Plan.
Local Air Quality Strategy Progress Report	Service Manager (Environment and Regulation)	To receive the Local Air Quality Strategy Report 2015-2016
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Officer	Details
10 November 2016		
Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Car Parking	Car Parks Manager	To receive an annual report on car parking in Forest Heath.
Review and Revision of the Constitution	Monitoring Officer	The Constitution requires the Committee to receive on a quarterly basis a report on minor amendments made by the Monitoring Officer under delegated authority.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Democratic Services Officer (Scrutiny)	To peruse the latest Decision Plan for items on which it would like further information or feels might benefit from the Committee's involvement.
Work Programme Update	Democratic Services Officer (Scrutiny)	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Futures items to be programmed at a later date

1. Tree Preservation Orders
2. Workspace/Incubation Space in Newmarket (Update from 18 December 2014)
3. Decisions Plan: West Suffolk Operational Hub

Current position of Overview and Scrutiny Task and Finish Groups

	Title	Purpose	Start date	Members appointed	Estimated End date
1.	New Housing Development Sites (Joint Scrutiny Review)	<p>To jointly review with Forest Heath District Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.</p> <p><u>Update</u></p> <p>Following the meeting on 14 December 2015, the Development Manager undertook to agree the details of the highways adoption conditions with the other Suffolk Authorities and the County Council. Whilst agreement has been established in principle the details are yet to be agreed. Consequently, there is no final report to present at the moment. Every effort will be made to report to the next meeting on 9 June 2016.</p>	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	9 March 2016 21 April 2016
			Progress updates	<u>Forest Heath</u> Ruth Bowman Bill Sadler	
			23 January 2014		
			21 April 2016		9 June 2016



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

Suggestion from:

What would you like to suggest for investigation / review?

Please continue on a separate sheet if necessary

What are the main issues / concerns to be considered?

Please continue on a separate sheet if necessary

Would this review benefit from a "West Suffolk" approach (i.e. joint scrutiny by both Councils), or is it relevant only to your council?

Who is responsible for providing this service, or tackling the issue in question?

Have you spoken to them, and if so, what was the response?

What is the Portfolio Holders view on this issue?

What would be the likely benefits and outcomes of carrying out this investigation / review?

Estimated Committee and officer resource implications (eg research group, one-off report, dedicated meeting etc)

Suggested witnesses, documentation and consultation

Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)	
Increased opportunities for economic growth	
Resilient families and communities that are healthy and active	
Homes for our communities	

Will this investigation / review contribute to the achievement of one or more of the commitments within the Council's Strategic Plan 2014-2016? If so, which (please tick)	
Increased opportunities for economic growth:	
1. Benefit growth that enhances prosperity and quality of life.	
2. Existing businesses that are thriving and new businesses brought to the area.	
3. People with the educational attainment and skills needed in our local economy.	
4. Vibrant, attractive and clean high streets, village centres and markets.	
Resilient families and communities that are healthy and active:	
1. A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.	
2. People playing a greater role in determining the future of their communities.	
3. Improved wellbeing, physical and mental health.	
4. Accessible countryside and green spaces.	
Homes for our communities:	
1. Sufficient housing for current and future generations, including more affordable homes; improvements to existing housing.	
2. New developments that are fit for the future, properly supported by infrastructure, and that build communities, not just housing.	
3. Homes that are flexible for people's changing needs.	

Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)	
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.	
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 etc.	
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.	

Would you like to be involved in the investigation / review?	
Yes	No
Date of request:	Signed

Please return this form to the:

Scrutiny Officer, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)