

# Overview and Scrutiny of Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/FH/16/018</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	9 June 2016
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<b>Purpose of report:</b>	<ol style="list-style-type: none"> <li>1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016.</li> <li>2) To ask the Committee to re-appoint Members to the Task and Finish Group currently;</li> <li>3) To ask the Committee to nominate one Member, and one Substitute Member to serve on the County's Health Scrutiny Committee; and</li> </ol>	
<b>Recommendation:</b>	<p><b>Overview and Scrutiny Committee:</b></p> <ol style="list-style-type: none"> <li><b>1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016.</b></li> <li><b>2) To re-appoint Members to the one Joint Task and Finish Group currently running; and</b></li> <li><b>3) To nominate one Member, and one Substitute Member to the Suffolk Health Scrutiny Committee for 2016-2017 for confirmation by full Council.</b></li> </ol>	

<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> apply.)</i>	<i>Is this a Key Decision and, if so, under which definition?</i> Yes, it is a Key Decision - <input type="checkbox"/> No, it is not a Key Decision - <input checked="" type="checkbox"/>
<b>Documents attached:</b>	Appendix 1 – Current Work Programme and Task and Finish Group Appendix 2 - Work Programme Suggestion Form

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## **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 Task and Finish Group(s)**

- 1.2.1 The Committee is asked to re-appoint Members to Task and Finish Groups currently running. For information, the current membership of the group(s) running is set out below, along with details of the Terms of Reference:

#### 1. New Housing Development Sites (Joint Scrutiny Review)

Current Members: Cllrs Ruth Bowman; Bill Sadler; vacancy.  
(*St Edmundsbury Members: Cllrs Diane Hind; Angela Rushen and Jim Thorndyke*)

To jointly review the unacceptable length of time taken by housing developers to bring highways, footpaths and community facilities (landscaping/open-space/drainage/sustainable urban drainage) up to adoption standards on new developments.

- 1.2.2 When nominating or appointing to any Panel, Committee or Task and Finish Group, the Committee is asked to select the most appropriate Members, taking into account the interests, skills and experience required to be part of the Group.

### **1.3 Suffolk County Council Health Scrutiny Committee**

- 1.3.1 The Committee is asked to nominate one Member, and one Substitute Member to serve on the County's Health Scrutiny Committee.
- 1.3.2 The Members should ideally be from the District Council's Overview and Scrutiny Committee, although this is not essential as the necessary training will be given by County.
- 1.3.3 The above nominations will need to be confirmed by Full Council on 29 June 2016.

### **1.4 Member Work Programme Suggestion Form**

- 1.4.1 Attached at **Appendix 2** is the Member Work Programme Suggestion Form, which Members are reminded to complete when submitting future items for potential scrutiny. 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
<b>21 July 2016</b>		
Portfolio Holder Presentation (Cllr Mildmay-White)	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.
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.
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.
<b>15 September 2016</b>		
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

<b>Description</b>	<b>Lead Officer</b>	<b>Details</b>
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.
<b>10 November 2016</b>		
Portfolio Holder Presentation (Cllr Bowman)	Operations	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

	<b>Title</b>	<b>Purpose</b>	<b>Start date</b>	<b>Members appointed</b>	<b>Estimated End date</b>
1.	New Housing Development Sites (Joint Scrutiny Review)	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.	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	<del>9 March 2016</del>
			<b>Progress updates</b>	<u>Forest Heath</u> Ruth Bowman Bill Sadler	<del>20 April 2016</del>
			23 January 2014		<del>8 June 2016</del>
					20 July 2016