

**COU/FH/16/016**



**Forest Heath**  
District Council

Forest Heath & St Edmundsbury councils

**West Suffolk**  
working together



# **ANNUAL SCRUTINY REPORT 2015-2016**

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## **Introduction**



**Councillor Simon Cole**

**Chairman of the  
Overview and Scrutiny Committee  
2015-2016**



**Councillor Colin Noble**

**Chairman of the Performance and  
Audit Scrutiny Committee  
2015-2016**

Welcome to the Annual Report on the overview and scrutiny function at Forest Heath District Council.

Overview and scrutiny is central to the decision-making process of the Council, and this Annual Report sets out the work of the committee during 2015-2016. The report is not intended to cover all the work of the committee in great detail, but to present some examples of where and how scrutiny has contributed to change, challenge and service improvements, and to give you a flavour of the work undertaken, in the hope that you will be encouraged to play more of a role in the scrutiny process in the coming year.

2015-2016 was another busy year for the committee, with the Overview and Scrutiny Committee carrying out several policy and scrutiny reviews alongside our usual workload. The Committee also held informal joint scrutiny meetings with members of St Edmundsbury Borough Council's Overview and Scrutiny Committee to discuss key issues for West Suffolk.

The Performance and Audit Scrutiny Committee, in its second year of operation, continued to increase the scope of its internal and external audit monitoring role.

2015-2016 was also another strong year for external involvement in our scrutiny reviews, with representatives from partner organisations attending meetings or taking part in consultations to help the committees with their investigations.

We hope you find this Annual Report both informative and interesting, and that you will continue to follow the progress of the scrutiny function at Forest Heath.

May 2016

## **What does Scrutiny do?**

The scrutiny function of this and other councils was introduced under the Local Government Act 2000, which required councils to set up new structures to replace the previous committee system. The aim of the Government's programme for modernising local government was for local people to know more about how their local council works and to get more involved. As part of this, councils were required to establish at least one "overview and scrutiny committee" to monitor decisions made and where appropriate, to advise the Council on matters of policy or service delivery.

Forest Heath has two such committees. The Overview and Scrutiny Committee looks back at how and why decisions were made, how services are functioning and where improvements can be made, but in its role as community leader also looks at wider issues. It also examines new and evolving policies.

The Performance and Audit Scrutiny Committee has particular responsibility for monitoring the performance of services, as well as internal audit, risk management and procurement, and has responsibility for scrutinising the Council's budget, including any proposals for cost reductions.

Each Committee comprises ten Members. The arrangements for appointments to the Committees are made without compliance with the political balance requirements in SS15 and 16 of the Local Government and Housing Act 1989.

## **What we don't do**

Overview and Scrutiny does not deal with individual complaints. The council has a complaints procedure in place to deal with this. However, the Committee welcomes suggestions on wider issues which members of the public feel should be reviewed. The functions and responsibilities of the Committee are set out in detail in the Council's Constitution, which is available on the Council's website.

## **Overview and Scrutiny Committee**

### Responsibilities:

- Community leadership
- Reviews
- Pre-decision scrutiny
- Post implementation review
- Policy development and review
- External and joint scrutiny
- Call-ins and Councillor Calls for Action
- Holding the Cabinet to account
- Holding Portfolio Members to account
- Scrutiny improvement

As the Council's critical friend, the Overview and Scrutiny Committee holds the Cabinet, full Council and staff to account by monitoring the decision making process and testing existing practices to check they are working properly. It can also call in Cabinet decisions to scrutinise them before they are put into practice. The Overview and Scrutiny Committee is able to stand back from the decision making process, look at the outcomes for the people of Forest Heath and West Suffolk and contribute to ensuring improved performance.

The Committee also looks at the impact on the community of key plans and strategies within the Council's policy framework, investigating why things are as they are, researching options, challenging assumptions and suggesting improvements. When looking at a new policy, the Committee ensures it would contribute to the Council's priorities as set out in the West Suffolk Strategic Plan 2014-2016, and that any links to other Council policies demonstrate continuity. When reviewing existing policies, the Committee investigates how successful it has been, whether it achieved its objectives within budget and to timescale, and what needs to change. In all its policy development, the Committee aims to enhance services and make life better for people living and working in Forest Heath, as well as those visiting us.

The Committee has up to eight scheduled meetings per year.

### **Performance and Audit Scrutiny Committee**

- Performance management
- Internal and external audit responsibilities
- Strategic risk management
- Revenue and Capital Budget monitoring and budget development
- Scrutiny of the annual accounts
- Procurement

Scrutiny also has an important role to play in monitoring the performance of services. The Performance and Audit Scrutiny Committee looks at how well the Council's services are performing by considering a range of information such as performance indicators and reports from external inspectors, and by monitoring action plans. It does not carry out reviews, but may recommend that a review is carried out by the Overview and Scrutiny Committee or another appropriate committee or working group where a need has been identified.

This Committee also leads on improvement planning and risk management, as well as monitoring the Council's budget, and approving the Council's Annual Statement of Accounts in accordance with the powers delegated to it under the Council's Constitution. It also leads on the development of a sustainable forward budget. In 2015-2016 it held five informal joint monitoring meetings with St Edmundsbury's Performance and Audit Scrutiny Committee, plus a special individual meeting in September to consider the annual accounts.

### **How does Scrutiny work?**

The Overview and Scrutiny Committee has a rolling work programme which prioritises the investigations it will carry out over the coming months and is reviewed and updated at each meeting. Managing the work programme with this flexibility enables the Committee to consider matters of local concern, not previously scheduled but which may merit inclusion during the year.

The Committee gathers evidence from a variety of sources including the Council's own information, other local authorities, partner organisations, service users, expert witnesses or research carried out by the committees themselves. Once it has gathered all the evidence the committee makes its report, complete with recommendations, usually to the Cabinet.

## **Call-ins**

Any decision by Cabinet or a Cabinet Member may be "called in" by any five members of the Council. Call-in is used where Councillors have evidence which suggests that a decision was not taken in accordance with the principles of good decision making set out in the Constitution, or in the context of the Council's policy or budget framework, and is only used in exceptional circumstances.

## **Councillor Call for Action**

The Councillor Call for Action (CCfA) was introduced under Section 119 of the Local Government and Public Involvement in Health Act 2007 (the Act) and came into force on 1 April 2009. The Act enables any councillor to refer to the Overview and Scrutiny Committee any local government matter or any crime and disorder matter which affects their ward / division, within certain limitations. These limitations are set out in the Councillor Call for Action Protocol, which is available as part of the Council's Constitution. Since its introduction the Committee had received no Councillor Call for Action requests.

## **Training and Development**

We recognise the importance of training and development for both Councillors and officers who support the scrutiny role at Forest Heath. Regular targeted training, both internally and externally has facilitated in the development of a successful scrutiny function.

## **Meetings**

Meetings are held in public (except when exempt or confidential material is being discussed), and in order to prevent whole meetings being taken up by a single topic, "Task and Finish / Research" groups are set up to carry out major reviews and report back to the main committee with their recommendations.

## **Community involvement**

The Committee works hard to develop and improve the scrutiny process at Forest Heath and aims to continually increase the involvement of stakeholders and public engagement at its meetings through public speaking.

The Committee gathers evidence with the involvement of external witnesses, and invites representatives to attend meetings to assist in its work.

## **Overview and Scrutiny Committee support**

The Committee is supported by a Democratic Services Officer (Scrutiny), who is the lead officer for both Forest Heath District Council and St Edmundsbury Borough Council's scrutiny functions. The post requires working closely with the Corporate Policy Team, the Chief Executive, Directors, Heads of Service, Cabinet Members, the Chairman / Vice-Chairman of the Committee and other Members of the Council. For further information or answers to any queries relating to the Council's Overview and Scrutiny function or activities, please contact Christine Brain, Democratic Services Officer (Scrutiny) on (01638) 719729 or email [Christine.brain@westsuffolk.gov.uk](mailto:Christine.brain@westsuffolk.gov.uk).

## **Members of Overview and Scrutiny (2015–2016)**

The Committee comprises ten members, or as may from time to time be determined by the Council. No member of the Cabinet may be a member of the Overview and Scrutiny Committee.

 <p><b>Councillor Simon Cole</b> Committee Chairman</p>	<p style="text-align: center;"><b>Committee Members</b></p> <p style="text-align: center;">Cllr Andrew Appleby Cllr Chris Barker The late Cllr David Bimson Cllr John Bloodworth Cllr Ruth Bowman Cllr Christine Mason Cllr Reg Silvester Cllr Lance Stanbury</p>	 <p><b>Councillor Bill Sadler</b> Committee Vice-Chairman</p>
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## **Review of the Past Year**

This section describes some of the key scrutiny topics covered during the year (June 2015 to April 2016), and their associated outcomes.

### **Informal Joint Overview and Scrutiny Meetings**

The Committee held one extraordinary Informal Joint Overview and Scrutiny Committee meetings during the year with Members of St Edmundsbury's Overview and Scrutiny Committee to enable informal joint discussions to take place between the two authorities.

Following the informal joint discussions, the two Overview and Scrutiny Committee's then met separately and voted on the recommendations for consideration for each council's respective Cabinet.

### **Reviews carried out in Informal Joint Overview and Scrutiny Meetings**

#### **Business Case for a Housing Development Company**

On 15 October 2015, discussions took place to enable members to scrutinise the business case for establishing a commercial company limited by shares for the purpose of developing housing, including homes for sale, private rent, affordable rent and shared ownership. The company would be wholly-owned by Forest Heath District Council (25%), St Edmundsbury Borough Council (25%) and Suffolk County Council (50%), and would provide a revenue income to all Councils.

Members scrutinised the business case in detail and asked a number of questions of the Portfolio Holder responsible for Housing and the Head of Housing to which comprehensive responses were provided. In particular discussions were held on the company structure; why other alternative options had been rejected; the composition of the Board of Directors; the role of the Shareholder Advisory Group; why the company was being set up jointly with Suffolk County Council;

the future potential for other organisations to be able to join the Housing Company; providing housing to support extended families; supporting people who wanted to build their own homes; the provision of 30% affordable housing; the risk of oversaturating the housing market and the future effect of devolution.

Members noted that the Overview and Scrutiny Committee would receive each year the Housing Company's Annual Business and Delivery Plan for scrutiny prior to it going to each full Council for approval. Discussions were also held on the proposed governance arrangements.

The Committee recommended to Cabinet that the business case be approved subject to an amendment clarifying the role of the independent directors.

### **Single-meeting reviews**

#### **The Role of Newmarket Vision**

The Committee on 10 September 2015 received a presentation, which provided a broad overview on the role of Newmarket Vision, which included its:

- History
- A specific action list
- Structure (community planning; education; transport; town centre; steering group)
- How it worked
- Relationship with local authorities
- Representation
- Achievements to date (Newmarket music festival; under starters orders; launch of Discover Newmarket)
- Future projects (cinema project; parking strategy; community rail partnership)
- Funding (Forest Heath officer time: 100 hours per month; no other allocated funding)
- Consultation
- Measures of success (delivery of action plan; progress towards the 20 year vision).

Newmarket Vision's 20 year vision had 10 bold statements, which included 45 specific actions, split across four specific broad areas:

- Community Planning
- Education
- Transport / Traffic
- Town Centre

The Cabinet Member for Families and Communities explained the role of the Steering Group which had been established to keep the whole project on track by supporting the four delivery groups in delivering the agreed actions as quickly as possible. The Steering Group was represented by:

- Councillor Sarah Stamp (SCC – Communities Portfolio Holder)
- Councillor Robin Millar (District Council – Families and Communities Portfolio Holder)
- Councillor John Berry, substituted by Councillor Warwick Hirst (Newmarket Town Council Representative)

The Steering Group was considering its role and that of the delivery groups, its achievements and its own structure with a focus on being more of an enabler rather than an authorising body.

Members discussed the presentation in detail and asked a number of questions of the Cabinet Member and officers who provided comprehensive responses. The Committee noted the presentation subject to a progress update in six months.

### **Police and Crime Commissioner – Suffolk Local Policing Review**

The Police and Crime Commissioner (PCC) had been invited to the Committee's meeting on 10 March 2016 to give a presentation on the Suffolk Local Policing Review and to answer questions from the Committee. He was accompanied by Gareth Wilson (Chief Constable) and Supt. Andrew Manson (Local Policing Commander for the West).

The presentation set out the reasons for the Local Policing Review, which covered the following areas:

- Strategic direction and budget;
- Managing demand;
- Partnership working;
- Protecting victims and vulnerable people;
- Commission and grants;
- Innovation;
- Tackling new forms of crime; and
- Preventing and reducing crime.

Members of the Committee asked a number of questions of the PCC, Chief Constable and the Local Policing Commander. In particular discussions were held on the decriminalisation of parking and access to justice.

The Chairman of the Committee thanked the Police and Crime Commissioner and his officers for an informative presentation.

### **Cabinet Liaison**

The Committee considers at each meeting the **Cabinet's Decisions Plan** and requests further information or involvement as necessary.

The Committee in June 2015 considered the Cabinet's Decisions Plan and requested involvement in the **Mildenhall Hub project**, prior to being considered by Cabinet. On 14 January 2016, the Committee received a presentation which outlined the principles of the Mildenhall Hub Project to get early councillor feedback. The presentation set out:

- Why a Hub was needed;
- What the core business case was;
- What could be included;
- How it would affect Forest Heath services and taxpayers;
- The basic concept of the Hub;
- Where the Hub could be located;
- One Public Estate;

- Changes made since 2014 Business Case;
- Likely tenure model;
- What Forest Heath would need to deliver;
- What investments would be needed for Forest Heath's delivered elements;
- Possible funding sources; and
- Indicative project timeline.

The presentation did not cover planning policy as a separate Development Brief was being prepared with member input. A detailed business case was still under preparation for reasons outside of the Council's control.

Members discussed the presentation in detail. In particular discussions were held on traffic issues; the protection of the current amenity area; timescales; soft play centre/leisure users' crèche and the Ambulance Service.

The Committee noted that a detailed business case would be presented to the Committee for scrutiny later in 2016.

### **Cabinet Members who attended Overview and Scrutiny in 2015-2016**

#### Cabinet Member for Planning and Growth

On 10 September 2015, the Cabinet Member for Planning and Growth was invited to the meeting to give an account of his portfolio responsibilities and to answer questions from the Committee. The portfolio covered the following areas:

- Building control
- Conservation
- Development control
- Enforcement
- Environmental health
- Growth areas and regeneration
- Licensing
- Planning policy
- Rural development
- Tourism (strategic)
- Town centres

The Planning and Growth Team was responsible for a number of high level services. The presentation provided a summary of what the team was dealing with. The Cabinet Member was particularly interested in reviewing the work and providing a list of priorities, particularly the activities of Development Management in delivering prompt decisions and economic development was focusing on providing business opportunities in Forest Heath.

Discussions were held around the size of the portfolio; economic development (public transport and attracting businesses to the area); and various types of industrial units.

Members congratulated the enforcement team on the work being carried out in driving down the backlog in older cases.

### Cabinet Member of Operations

On 12 November 2015, the Cabinet Member for Operations was invited to the meeting to give an account of his portfolio responsibilities and to answer questions from the Committee. The presentation set out the areas of responsibility; structure; key facts; and current major projects.

The service area was split over three broad areas with split portfolio responsibility for the West Suffolk service with St Edmundsbury Borough Council; namely waste and street scene; property services, and leisure/cultural services.

A breakdown of operational costs was provided for waste and property only, and total operations including leisure for Forest Heath, St Edmundsbury and West Suffolk. A number of statistics and major projects covering waste and property services was also included.

In particular the Committee discussed in detail Bartec in-cab technology; car parking strategy; CCTV; Depot Road, Newmarket and income generation.

### Cabinet Member for Leisure and Cultural Services

On the 14 January 2016, the Cabinet Member for Leisure and Culture was invited to the meeting to give an account of his portfolio responsibilities and to answer questions from the Committee. The presentation set out the areas of responsibility; structure; key facts and current major projects.

The service was split over three key areas of responsibility within the leisure and cultural portfolio, these being parks services; sports and tourism and heritage service.

A breakdown of operational costs was provided for the leisure and cultural services in Forest Heath, St Edmundsbury and West Suffolk. A number of key facts and major projects cover Forest Heath was also included.

In particular the Committee discussed in detail income generation; performance; GP referrals; Discover Newmarket and sports pitches.

### Cabinet Member for Resources and Performance

On the 10 March 2016, the Cabinet Member for Resources and Performance was invited to the meeting to give an account of his portfolio responsibilities and to answer questions from the Committee. The presentation set out the overall areas of responsibility including (legal, elections and democratic services, finance and performance, ICT and human resources). Current priorities were also discussed along with the ICT Plan; finance and performance challenges; Finance and Performance Plan; Human Resources challenges; Anglia Revenues Partnership Plan; future uncertainties and member development.

Members discussed the presentation in detail. In particular discussions were held on the future uncertainties regarding the Government legislation on the National Living Wage and its impact; pensions; IT resilience and paperless working.

## Cabinet Member for Families and Communities

On the 21 April 2016, the Cabinet Member for Families and Communities was invited to the meeting to give an account of his portfolio responsibilities and to answer questions from the Committee. The presentation set out the broad areas of responsibility for (corporate communications; corporate policy; customer services; families and communities). The presentation also included facts; figures and priorities for the coming year.

Members discussed the presentation in detail. In particular discussions were held on care and health in communities; evaluating the impact of our families and communities approach; community chest funding; community safety and domestic violence; Mildenhall bus station; and the role of Councillors around being more aware of their ward area and residents but not turning Councillors into social workers.

The Cabinet Member informed the Committee that the work of families and communities portfolio was about pre-prevention and how to help people deal with a variety of issues to stop them developing into something worse.

## External Joint Scrutiny

A Member of the Committee was appointed to the **Suffolk Health Overview and Scrutiny Committee**, which is responsible for the scrutiny of health provision across the County. Nominations to other joint county scrutiny committees are made by Annual Council alongside other outside bodies.

## Call-ins and Councillor Calls for Action

This year no Councillor Call for Actions (CCfAs) were submitted, and there were also no call-ins.

## Other

The Committee was given responsibility for scrutinising the Authority's use of its **surveillance powers** under the Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2010, and received quarterly reports on the use of these powers. During 2015-2016, no such surveillance had been authorised.

From April 2016, the Committee was given responsibility for receiving quarterly reports on changes made to the Constitution by the Monitoring Officer under his delegated authority. The Monitoring Officer, in consultation with the Head of Paid Service and relevant Portfolio Holder, has delegated authority to make minor amendments to the constitution arising from changes to legislation; changes to staffing structures or job descriptions or changes in terminology.

The Committee during the year considered one work programme suggestion which had been submitted by a Member of the Committee in January 2016, relating to "transport links for rural villages in Forest Heath", which was subsequently included in the Committee's rolling work programme for 2016.

# Review of Past Year Performance and Audit Scrutiny Committee

 <p><b>Councillor Colin Noble</b> Committee Chairman</p>	<p><b>Committee Members</b>            Cllr Andrew Appleby            Cllr David Bimson            Cllr Ruth Bowman            Cllr Brian Harvey            Cllr Louise Marston            Cllr Christine Mason            Cllr Peter Ridgwell            Cllr Lance Stanbury</p>	 <p><b>Councillor Louis Busuttil</b> Committee Vice-Chairman</p>
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This section describes some of the key scrutiny topics covered during the year (June 2015 to May 2016) by the Performance and Audit Scrutiny Committee, and their associated outcomes.

**Joint working with St Edmundsbury Borough Council’s Performance and Audit Scrutiny Committee**

During 2015-2016 the Committee held four informal joint meetings, at alternate venues with St Edmundsbury Borough Council’s Performance and Audit Scrutiny Committee. In September, the Committee meet separately to scrutinise and approve the Council’s 2014-2015 Annual Statement of Accounts.

**Scrutiny of Budget Savings**

The Performance and Audit Scrutiny Committee plays an integral role in delivering a sustainable budget for the Council. There were again significant levels of savings to be achieved, and the Committee scrutinised all proposals for growth and savings in the 2016-2017 budget before making recommendations to Cabinet.

This work commenced on 24 September 2015, with a report setting out the context of the 2016-2017 budget and proposed budget saving targets for 2016-2017 to 2017-2018.

The key strategy to deliver savings over the coming years is to expand the work on shared services with Forest Heath District Council to streamline supplies, services and income, together with a range of other local savings initiatives. Over several meetings, the Committee scrutinised a number of proposals for savings both through shared services and local savings, all of which were incorporated into the Budget and Council Tax Setting report considered by Cabinet on 10 February 2016.

**Performance Management**

The Committee received on 4 June 2015, a report setting out the Council’s new approach to performance management in 2015-2016 through the use of a recognised performance management tool, the **Balanced Scorecard**.

The Balanced Scorecard report during the year replaced a number of individual existing reports presented to the Committee, such as the quarterly **Key Performance Indicators**; quarterly **West Suffolk Strategic Risk Register** and the **Biannual Corporate Complaints and Compliments Digest**.

### **Audit Responsibilities**

The Committee scrutinised the work of the **Internal Audit Team** towards achieving the 2015-2016 audit plan, with updates during the year at which the results of completed audits were discussed. At its 4 June 2015 meeting, the Committee approved an **Internal Audit Plan for 2015-2016**.

The Accounts and Audit (England) Regulations 2011 require a **review of the effectiveness of internal audit** once a year. The review forms part of the review of the overall system of internal control required for the **Annual Governance Statement**. The Committee noted the report's conclusion, that internal audit was operating effectively and could be relied upon as a key source of evidence in the Annual Governance Statement.

The Council is required to produce and publish an **Annual Governance Statement (AGS)**, which covers six core governance principles, and is approved by the Committee, and signed by the Leader of the Council and the Chief Executive Officer. The Annual Governance Statement had been prepared by the Officer Governance Group as a joint statement for Forest Heath District Council and St Edmundsbury Borough Council to reflect both councils working together and sharing services across West Suffolk. The Committee approved the AGS for signing by the Chief Executive and the Leader of the Council.

Various reports from **Ernst and Young (EY)** were considered over the year. In June 2015 the **External Audit Plan and Fees 2014-2015 and 2015-2016 Indicative Fees** was received from EY which covered the work they planned to perform in order to provide the Council with an audit opinion on the Council's financial statements, and a statutory conclusion on its arrangements to secure economy, efficiency and effectiveness. The report summarised EY's proposed audit approach and scope for the 2014-2015 audit along with the planned fees to complete the work for 2014-2015, and also included the indicative fees for 2015-2016. At the same meeting the **Annual Certification Report 2013-2014** was considered, which summarised the results of the certification work which had been undertaken as part of the annual audit of grant claims to government departments.

In September 2015 EY presented the **2014-2015 ISA 260 Annual Governance Report** to the Committee, which set out the key messages arising from the audit of the Council's financial statements, and included an assessment of the Council's arrangements for securing value for money in its use of resources.

At the meeting held on 25 November 2015, EY presented the **2014-2015 Annual Audit Letter**, which confirmed the completion of the audit of the 2014-2015 financial statements.

In May 2016, EY presented the **Certification of Claims and Returns Annual Report 2014-2015**, which set out the results of the certification work which had

been undertaken as part of the annual audit of grant claims to government departments.

### **Budget Monitoring**

**Budget Monitoring** reports were brought to the Committee quarterly, in order for it to flag up any areas of concern to the Cabinet. The Committee received the **Financial Outturn Report (Revenue and Capital) 2013-2014** at its meeting on 4 June 2015, following the 30 June deadline for production of the draft accounts for audit. The report included a financial commentary on the year, details of revenue and expenditure including budgeted and actual expenditure and an explanation of the main variances, and details of how services were paid for. Capital income and expenditure was also discussed, as well as reserves and treasury management. On 25 May 2016, the Committee received the **Financial Outturn Report (Revenue and Capital) 2015-2016**, which included a financial commentary for the year.

The Committee scrutinised and approved the Council's **2014-2015 Annual Statement of Accounts** at its meeting on 24 September 2015. At the same meeting it scrutinised the External Auditors **Draft 2014-2015 ISA 260 Annual Governance Report** to those charged with governance and recommended delegating the sign-off of this report, including approval of the Council's letter of representation, to the Chairman or the Vice Chairman of the Committee.

### **Treasury Management**

The Committee is also responsible for scrutinising during the year the **Treasury Management Investment Activity and Performance Monitoring Reports (2015/2016)**, the **Annual Treasury Management and Investment Strategy Statements 2016-2017** and **Treasury Management Code of Practice**.

## **Work Programme for 2016–2017**

The Overview and Scrutiny Committee carries out some of its work in “Task and Finish” groups, which undertake investigations and reviews and report back to the main Committee. This enables a greater number of Councillors to engage in scrutiny, as well as ensuring a Councillor lead on issues from the beginning of their review. The Performance and Audit Scrutiny Committee works differently in that the bulk of its work is set around its quarterly budget and performance monitoring responsibilities.

The Committee has access to resources, to assist it in carrying out its work programme, which can be used, for example, in engaging specialist assistance, obtaining evidence, carrying out site visits, and paying for meeting accommodation, training and development.

### **Overview and Scrutiny Committee**

The Overview and Scrutiny Committee has a rolling work programme, set a few meetings ahead, to enable it to be more reactive to changing priorities. In addition to any call-ins or Councillor Calls for Action which may arise, and additions to the rolling work programme through submitted work programme suggestions, the Overview and Scrutiny Committee will consider the following issues during the year:

- Directed Surveillance (Quarterly update)
- Cabinet Decisions Plan
- Annual Report 2016-2017
- Locality Budget Scheme (Biannual update)
- Local Air Quality Strategy Progress Report 2015-16

In addition to the above items, Extraordinary Informal Joint Scrutiny Sessions will be called, as necessary, with members of St Edmundsbury Borough Council’s Overview and Scrutiny Committee to enable common issues to be scrutinised jointly.

### **Performance and Audit Scrutiny Committee**

The Performance and Audit Scrutiny Committee will have the following responsibilities and will consider quarterly monitoring reports along these lines, jointly with St Edmundsbury Borough Council’s Performance and Audit Scrutiny Committee, as well as scrutinising the Council’s annual accounts, and making recommendations on delivering a sustainable budget for 2017-2018.

- Performance Management (*including West Suffolk Strategic Risk Management/Corporate Compliments and Complaints*)
- Budget Monitoring and Budget Development
- Internal and external audit
- Financial Performance (Revenue and Capital) monitoring and review.
- 2015-2016 Statement of Accounts
- Procurement
- Treasury Management

**For more information about how scrutiny works at Forest Heath District Council, please contact the Democratic Services Officer (Scrutiny) on (01638) 719729.**



## Forest Heath District Council

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Forest Heath & St Edmundsbury councils  
  
**West Suffolk**  
working together

**Approved by Council: Insert Date June 2016**

**For more information please contact the Democratic Services  
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