

# Overview and Scrutiny of Committee



<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/FH/16/026</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	15 September 2016
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<b>Purpose of report:</b>	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2016-2017 ( <b>Appendix 1</b> ).	
<b>Recommendation:</b>	<b>Overview and Scrutiny Committee:</b>  <b>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2016-2017.</b>	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b>do not</b> apply.)	Is this a Key Decision and, if so, under which definition? 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	

## **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.

## 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>4 October 2016 (Joint Overview and Scrutiny) Venue: West Suffolk House</b>		
<b>Devolution:</b>		
Joint discussions to be held with St Edmundsbury Borough Council's Overview and Scrutiny Committee.		
<b>20 October 2016 (Extraordinary Overview and Scrutiny Meeting)</b>		
<b>Rural Transport:</b>		
A number of transport operators have been invited to the meeting to enable discussions to take place on rural transport services they provide; and their integration in Red Lodge.		
<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.
Housing Development Company Annual Business and Delivery Plan	Head of Housing	To scrutinise the Housing Development Company Annual Business and Delivery Plan.
Mildenhall Hub Business Case	Director	To scrutinise the Business Case for the Mildenhall Hub Project.
Car Parking	Car Parks Manager	To receive an annual report on car parking in Forest Heath.
Review and Revision of the Constitution (Quarter 2)	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.

<b>Description</b>	<b>Lead Officer</b>	<b>Details</b>
<b>12 January 2017</b>		
Portfolio Holder Presentation	Leisure and Culture <i>To be confirmed</i>	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
West Suffolk Housing Strategy	Head of Housing	To receive a progress report against action points.
Review and Revision of the Constitution (Quarter 3)	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 3)	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>16 March 2017</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.
West Suffolk Information Strategy	Head of Resources and Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council.
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>20 April 2017</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.
Western Suffolk Community Safety Partnership	Community Safety Co-ordinator	To review the work of the Partnership on an annual basis.
Review and Revision of the Constitution (Quarter 4)	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 4)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.

Description	Lead Officer	Details
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 identified to be programmed:

1. Tree Preservation Orders