

# Overview and Scrutiny of Committee



<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/FH/17/009</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	16 March 2017
<b>Chairman of the Committee:</b>	Simon Cole Chairman of the Overview and Scrutiny Committee <b>Tel:</b> 07974 443762 <b>Email:</b> <a href="mailto:simon.cole@forest-heath.gov.uk">simon.cole@forest-heath.gov.uk</a>	
<b>Lead officer:</b>	Christine Brain Democratic Services Officer (Scrutiny) <b>Tel:</b> 01638 719729 <b>Email:</b> <a href="mailto:Christine.brain@westsuffolk.gov.uk">Christine.brain@westsuffolk.gov.uk</a>	
<b>Purpose of report:</b>	To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2017-2018 ( <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 2017-2018.</b>	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b><u>do not</u></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>	<b>Appendix 1</b> – 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.
- 1.1.3 Members are asked to note the current status of its work programme for 2017-2018.

## 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 Member	Details
<b>20 April 2017</b>		
Annual Portfolio Holder Presentation	Portfolio Holder for Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Western Suffolk Community Safety Partnership	Portfolio Holder for Families and Communities	To review the work of the Partnership on an annual basis.
West Suffolk Information Strategy	Assistant Director Resources and Performance	<del>To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council.</del> <b>Deferred to November 2017</b>
West Suffolk Housing Strategy	Lead Portfolio Holder for Housing	To receive a progress report against action points.
Review and Revision of the Constitution (Quarter 4)	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Work Programme Update	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
<b>8 June 2017</b>		
Draft West Suffolk Annual Report	Leader of the Council	To provide an input to this important document.
Annual Portfolio Holder Presentation	Leader of the Council	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	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 Suffolk County Health Scrutiny	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.  (To re-appoint the Suffolk County Council Health Scrutiny Committee for 2017-2018.
<b>20 July 2017</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
<b>14 September 2017</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Establishing a Mechanism for Facilitating Growth and Investment by West Suffolk Councils	Portfolio Holder for Planning and Growth  Portfolio Holder for Resources & Performance	To consider the development of an overarching strategy for the councils' assets and investments.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>9 November 2017</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
West Suffolk Information Strategy	Portfolio Holder for Resources & Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with St Edmundsbury Borough Council.
Car Parking	Portfolio Holder for Operations	To receive an annual report on car parking in Forest Heath.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
<b>11 January 2018</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>8 March 2018</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
<b>19 April 2018</b>		
Annual Portfolio Holder Presentation	To be confirmed	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Review and Revision of the Constitution	Portfolio Holder for Resources & Performance	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)	Portfolio Holder for Resources & Performance	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Leader of the Council	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	Chairman of Overview and Scrutiny	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Future items identified to be programmed:

1. Workspace/Incubation Space in Newmarket: Work Programme Suggestion from 18 December 2014)