

# Overview and Scrutiny of Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Work Programme Update and Formation of a West Suffolk Information Strategy Joint Task and Finish Group</b>	
<b>Report No:</b>	<b>OAS/FH/17/013</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	20 April 2017
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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 2017 ( <b>Appendix 1</b> ) and to seek nominations to sit the West Suffolk Information Strategy Joint Task and Finish Group with Forest Heath District Council	
<b>Recommendation:</b>	<b>Overview and Scrutiny Committee:</b>  1) <b>That, Members <u>note</u> the current status of the work programme and the annual items expected during 2017-2018.</b>  2) <b>Nominate two members from the District Council to sit on the "West Suffolk Information Strategy Joint Task and Finish Group" with St Edmundsbury Borough Council.</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 2017-2018 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.

### **1.2 West Suffolk Information Strategy Joint Task and Finish Group**

- 1.2.1 The purpose of the Information Strategy will seek to recognise the strategic value of information to the Council and will promote and facilitate good information management practice, based on:
- a set of underlying data sharing principles;
  - seeking to define how we use information currently;
  - how we should be using information in the future;
  - how this can deliver key outcomes to both our staff, our operations and our customers/consumers; and
  - describing where technology can help facilitate this.
- 1.2.2 The Committee is asked to nominate two Councillors to support a 'peer review' role in shaping and developing an Information Strategy for West Suffolk.

## 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.

<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.
Renewable Energy Provision for the Mildenhall Hub	Leader of the Council	To receive a presentation on the proposed business case prior to being presented to Cabinet on 20 June 2017
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.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
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>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.
Car Parking	Portfolio Holder for Operations	To receive an annual report on car parking in the District.
West Suffolk Information Strategy	Portfolio Holder for Resources & Performance	To scrutinise a West Suffolk Information Strategy, which has been jointly produced with Forest Heath District Council (Joint Task and Finish Group).
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.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
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>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.

<b>Description</b>	<b>Lead Member</b>	<b>Details</b>
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.

**Futures items identified to be programmed:**

1. Workspace/Incubation Space in Newmarket: Work Programme Suggestion from 18 December 2014)
2. Member Development (working with the Joint Member Development Group) – Officers to progress scope for future piece of work in due course.