

# 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/18/013</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	19 April 2018
<b>Chairman of the Committee:</b>	Councillor 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 2018 ( <b>Appendix 1</b> ).	
<b>Recommendation:</b>	<b>Overview and Scrutiny Committee:</b>  <b>It is <u>RECOMMENDED</u> that:</b>  <b>1) Members review the current status of its Rolling Work Programme for 2018-2019.</b>  <b>2) Identifies questions for the Leader of the Council to cover as part of his overall presentation of the Draft West Suffolk Annual Report (2017-2018) on 7 June 2018.</b>	
<b>Key Decision:</b> (Check the appropriate box and delete all those that <b><u>do not</u></b> apply.)	<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>	<b>Appendix 1</b> – Current Rolling Work Programme 2018-2019	

## **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, following the completion of the work programme suggestion form, 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.
- 1.1.3 The current position of the work programme, including Task and Finish Group(s) for 2018 is attached at **Appendix 1** for information.

### **1.2 Portfolio Holder Annual Presentations**

- 1.2.1 At every ordinary Overview and Scrutiny meeting at least one Cabinet Member attends to give an account of his or her portfolio and to answer questions from the Committee.
- 1.2.2 At the Committees meeting on 7 June 2018, the Leader of the Council will be attending to present the Draft West Suffolk Annual Report (2017-2018).
- 1.2.3 The Committee is therefore asked to identify questions for the Leader of the Council to cover in his annual report to the Committee.

### **1.3 Recommendation(s)**

- 1.3.1 Members are asked to:
  - i) Review the current status of its work programme for 2018-2019; and
  - ii) Identify questions for the Leader of the Council to cover as part of his overall presentation of the Draft West Suffolk Annual Report (2017-2018) on 7 June 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>7 June 2018</b>		
Draft West Suffolk Annual Report (2017-2018) and Portfolio Holder Presentation	Leader of the Council	To provide an input to this important document. To also include the annual update from the Portfolio Holder.
West Suffolk Homelessness Reduction Strategy	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Homelessness Reduction Strategy.
Decisions Plan: June 2018 to May 2019	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 Reappointments to SCC 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 2018-2019.
<b>12 July 2018</b>		
Annual Portfolio Holder Presentation	Cabinet Member for Housing	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Barley Homes Group Limited	Cabinet Member for Housing	To consider a revised business plan for Barley Homes and full year-end set of accounts.
West Suffolk Supplementary Planning Document on Affordable Housing	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Supplementary Planning Document on Affordable Housing.
Annual Portfolio Holder Presentation	Cabinet Member for Families and Communities	The Portfolio Holder has been invited to provide an update on their portfolio and to answer questions from the Committee.
Families and Communities Evaluation Report	Cabinet Member for Families and Communities	To provide input and scrutiny into this important document.
Decisions 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>13 September 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.
West Suffolk Housing Strategy	Lead Portfolio Holder for Housing	To provide input into the West Suffolk Housing Strategy.
West Suffolk Tenancy Strategy	Lead Portfolio Holder - Housing	To provide input into the West Suffolk Tenancy Strategy.
Universal Credit (Role out in Forest Heath)	Portfolio Holder for Families and Communities	To receive information on the role out of Universal Credit in Forest Heath in December 2018 and lessons learnt from SEBC.
Christmas Fayre Review – Final Report	Cabinet Member for Planning and Growth	To receive the final report on the review of the Christmas Fayre carried out by the Joint Task and Finish Group.
Decisions 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 November 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.
Annual Car Parking Update	Portfolio Holder for Operations	To receive an annual report on Car Parking in Forest Heath.
Decisions 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>10 January 2019</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.
Decisions 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.

Description	Lead Member	Details
<b>14 March 2019</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.
Barley Homes Group Limited Annual Report 2019	Lead Portfolio Holder for Housing	To scrutinise the Annual Report of Barley Homes Group Limited
Decisions 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.