

Overview and Scrutiny Committee



Forest Heath
District Council

Title of Report:	Work Programme Update Re-appointments to Task and Finish Groups and Suffolk Health Scrutiny Committee	
Report No:	OAS/FH/15/007	
Report to and date:	Overview and Scrutiny Committee	11 June 2015
Chairman of the Committee:	Simon Cole Chairman of the Overview and Scrutiny Committee Tel: 07974 443762 Email: simon.cole@forest-heath.gov.uk	
Lead Officer:	Christine Brain Scrutiny Officer Tel: 01638 719729 Email: christine.brain@westsuffolk.gov.uk	
Purpose of report:	<ol style="list-style-type: none"> 1) To update the Committee on the current status of its rolling work programme of annual items for scrutiny during 2015-2016; 2) To ask the Committee to re-appoint Members to the Task and Finish Group currently running. 3) To ask the Committee to nominate one Member, and if required, one substitute Member to serve on the County's Health Scrutiny Committee. 4) To remind Members to complete the Work Programme Suggestion Form when submitting future items for potential scrutiny, attached as Appendix 2. 	

Recommendation:	Overview and Scrutiny Committee: <ol style="list-style-type: none"> 1) That, Members <u>note</u> the current status of the work programme and the annual items expected during 2015-2016; 2) To re-appoint Members to the one Joint Task and Finish Group currently running; 3) To nominate one Member (and one substitute Member, if desired) to the Suffolk Health Scrutiny Committee for 2015-2016, for confirmation by full Council. The current Member is Councillor David Bimson.
Key Decision: <i>(Check the appropriate box and delete all those that do not apply.)</i>	<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"/>
Documents attached:	Appendix 1 - Current Work Programme Appendix 2 - Work Programme Suggestion Form

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. 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**.

1.2 Task and Finish Groups

- 1.2.1 The Committee is asked to re-appoint Members to Task and Finish Groups currently running. For information, the current membership of the group running is set out below, along with details of the Terms of Reference:

1. New Housing Development Sites (Joint Scrutiny Review)

Current Members: Cllr David Bimson, Vacancy, Vacancy
(*St Edmundsbury Borough Council Members: Cllr Jim Thorndyke, Vacancy, Vacancy*)

To jointly review the unacceptable length of time taken by housing developers to bring highways, footpaths and community facilities (landscaping/open-space/drainage/sustainable urban drainage) up to adoption standards on new developments.

- 1.2.2 When nominating or appointing to any Panel, Committee or Task and Finish Group, the Committee is asked to select the most appropriate Members, taking into account the interests, skills and experience required to be part of the Group.

1.3 Suffolk County Council Health Scrutiny Committee

- 1.3.1 The Committee is asked to nominate one Member and, if required, one substitute Member to serve on the County's Health Scrutiny Committee (the current Members are Councillor David Bimson and Councillor Michael Anderson as the substitute Member). The Member should ideally be from the District Council's Overview and Scrutiny Committee, although this is not essential as the necessary training will be given by the County.

- 1.3.2 Given the willingness of Councillor David Bimson to continue on this joint body, the Committee may wish to re-nominate him for 2015-2016. The above nomination will need to be confirmed by full Council on 15 July 2015.

1.3 Member Work Programme Suggestion Form

- 1.3.1 Attached at **Appendix 2** is the Member Work Programme Suggestion Form, which Members are reminded to complete when submitting future items for potential scrutiny. This enables suggestions received to be considered by the Committee at each meeting.

Overview and Scrutiny Committee Rolling Work Programme Forest Heath District Council

The Committee has a rolling work programme, whereby suggestions for scrutiny reviews submitted by Members completing a Work Programme Suggestion Form 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
23 July 2015		
Car Parking Review	Car Parks Manager	It is proposed to set up a Car Parking Review Group that will consider: (i) the management and operation of car parks across the district with specific focus on current and future usage and occupancy, tariffs and service improvements; (ii) Pocket Car Parks; (iii) relocation of the Newmarket Market; and the implications arising from the outcome of consultation of Residential Permit Zones in Newmarket. The review Group to report its finding to the OAS Committee in November 2015.
Directed Surveillance (Quarter 1)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
10 September 2015		
Local Air Quality Strategy Progress Report 2014-2015	Environment Manager	To receive a progress report on the Local Air Quality Strategy 2014-2015
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Description	Lead Officer	Details
12 November 2015		
Car Parking Review	Car Parks Manager	The Review Group to report on its finding from the Car Parking Review.
Directed Surveillance (Quarter 2)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Biannual Update on the Locality Budget Scheme	Families and Communities Manager	Biannual update on the locality budget scheme.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.
14 January 2016		
Directed Surveillance (Quarter 3)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.
Cabinet Decision Plan	Scrutiny Officer	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	Scrutiny Officer	To receive suggestions for scrutiny reviews, appoint Task and Finish Groups for these reviews and indicate review timescales.

Futures items to be programmed at a later date

1. Tree Preservation Orders
2. Workspace/Incubation Space in Newmarket (Update from 18 December 2014)



**Suggestion for Scrutiny Work Programme Form
(To be considered by the Overview and Scrutiny Committee)**

Suggestion from:

What would you like to suggest for investigation / review?
Please continue on a separate sheet if necessary

What are the main issues / concerns to be considered?
Please continue on a separate sheet if necessary

Would this review benefit from a "West Suffolk" approach (i.e. joint scrutiny by both Councils), or is it relevant only to your council?

Who is responsible for providing this service, or tackling the issue in question?
Have you spoken to them, and if so, what was the response?
What is the Portfolio Holders view on this issue?
What would be the likely benefits and outcomes of carrying out this investigation / review?
Estimated Committee and officer resource implications (eg research group, one-off report, dedicated meeting etc)
Suggested witnesses, documentation and consultation

Will this investigation / review contribute to one or more of the Council's Strategic Priorities? If so, which (please tick)	
Increased opportunities for economic growth	
Resilient families and communities that are healthy and active	
Homes for our communities	

Will this investigation / review contribute to the achievement of one or more of the commitments within the Council's Strategic Plan 2014-2016? If so, which (please tick)	
Increased opportunities for economic growth:	
1. Benefit growth that enhances prosperity and quality of life.	
2. Existing businesses that are thriving and new businesses brought to the area.	
3. People with the educational attainment and skills needed in our local economy.	
4. Vibrant, attractive and clean high streets, village centres and markets.	
Resilient families and communities that are healthy and active:	
1. A thriving voluntary sector and active communities who take the initiative to help the most vulnerable.	
2. People playing a greater role in determining the future of their communities.	
3. Improved wellbeing, physical and mental health.	
4. Accessible countryside and green spaces.	
Homes for our communities:	
1. Sufficient housing for current and future generations, including more affordable homes; improvements to existing housing.	
2. New developments that are fit for the future, properly supported by infrastructure, and that build communities, not just housing.	
3. Homes that are flexible for people's changing needs.	

Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)	
Public Interest: The concerns of local people should influence the issues chosen by overview and scrutiny.	
Impact (Value): Priority should be given to issues that make the biggest difference to the social, economic and environmental wellbeing of the area, and which have the potential to make recommendations which could lead to real improvements. The outcome must also be proportionate to the cost of carrying out the review in terms of staff and councillor time.	
Relevance: Overview and scrutiny must be satisfied that an issue identified for review is relevant and does not duplicate existing work being undertaken elsewhere by various Working Groups, Cabinet, partners etc.	
Partnership working or external scrutiny: The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	

Would you like to be involved in the investigation / review?	
Yes	No
Date of request:	Signed

Please return this form to the:

Scrutiny Officer, Forest Heath District Council, College Heath Road, Mildenhall, Suffolk, IP28 7EY

Email: Christine.brain@westsuffolk.gov.uk

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)