

# Overview and Scrutiny Committee



Forest Heath  
District Council

<b>Title of Report:</b>	<b>Work Programme Update</b>	
<b>Report No:</b>	<b>OAS/FH/15/011</b>	
<b>Report to and date:</b>	<b>Overview and Scrutiny Committee</b>	10 September 2015
<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 Scrutiny Officer <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>	<p>1) To update the Committee on the current status of its rolling work programme for 2015-2016 (<b>Appendix 1</b>); and</p> <p>2) To remind Members to complete a Work Programme Suggestion Form when submitting future items for potential scrutiny (<b>Appendix 2</b>).</p>	
<b>Recommendation:</b>	<b>It is <u>RECOMMENDED</u> that the Committee: <u>Notes</u> the current status of its rolling work programme and the Task and Finish Groups running (<b>Appendix 1</b>).</b>	
<b>Key Decision:</b> <i>(Check the appropriate box and delete all those that <b>do not</b> 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"/>	
<b>Documents attached:</b>	Appendix 1 - Current Work Programme and Task and Finish Groups  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 Member Work Programme Suggestion Form**

1.2.1 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
<b>15 October 2015</b> <b>(Extraordinary Informal Joint Overview and Scrutiny Committee)</b> <b>(Venue: Forest Heath District Council: Council Chamber / Time: 5.00pm)</b>		
Housing Development Company	Head of Housing	To scrutinise the full business case jointly with St Edmundsbury Borough Council's Overview and Scrutiny Committee prior to being considered by a Special Joint Cabinet on 27 October 2015.
<b>12 November 2015</b>		
Portfolio Holder Presentation	Operations	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
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	Service Manager (Families and Communities)	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.
<b>14 January 2016</b>		
Portfolio Holder Presentation	Leisure and Culture	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Decisions Plan: Mildenhall Hub Project	Director	To consider the detailed project proposals for the Mildenhall Hub.
Directed Surveillance (Quarter 3)	Monitoring Officer	To scrutinise the authority's use of its surveillance powers on a quarterly basis.

<b>Description</b>	<b>Lead Officer</b>	<b>Details</b>
<b>Cont: 14 January 2016</b>		
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.
<b>10 March 2016</b>		
Portfolio Holder Presentation	Resources and Performance - TBC	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
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.
<b>21 April 2016</b>		
Portfolio Holder Presentation	TBC	The Portfolio Holder has been invited to give a short presentation / account of their portfolio and answer questions from the Committee.
Annual Locality Budget Scheme Update	Service Manager (Families and Communities)	Annual update on the locality budget scheme.
Directed Surveillance (Quarter 4)	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)
3. Decisions Plan: West Suffolk Operational Hub: Joint Scrutiny with St Edmundsbury Borough Council

### Current position of Overview and Scrutiny Task and Finish Groups

	<b>Title</b>	<b>Purpose</b>	<b>Start date</b>	<b>Members appointed</b>	<b>Estimated End date</b>
1.	New Housing Development Sites (Joint Scrutiny Review)	To jointly review with St Edmundsbury Borough Council the unacceptable length of time taken by housing developers to bring highways, footpaths, landscaping and open space up to adoption standards on new developments.	August 2013	<u>St Edmundsbury</u> Diane Hind Angela Rushen Jim Thorndyke	TBA
			<b>Progress updates</b>	<u>Forest Heath</u> David Bimson Ruth Bowman Bill Sadler	
			23 January 2014		



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

<b>Suggestion from:</b>

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

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

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

**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**

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

<b>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)</b>	
<b>Increased opportunities for economic growth:</b>	
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.	
<b>Resilient families and communities that are healthy and active:</b>	
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.	
<b>Homes for our communities:</b>	
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.	



<b>Will this investigation hit one of the essential elements of a scrutiny review when analysing potential scrutiny reviews? If so, which (please tick)</b>	
<b>Public Interest:</b> The concerns of local people should influence the issues chosen by overview and scrutiny.	
<b>Impact (Value):</b> 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.	
<b>Relevance:</b> 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.	
<b>Partnership working or external scrutiny:</b> The focus of scrutiny is moving towards joint action and community leadership, so anything which offers this opportunity should be given serious consideration.	

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

**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](mailto:Christine.brain@westsuffolk.gov.uk)

Updated: July 2013

Updated: June 2014 (Revised West Suffolk Strategic Priorities)

Updated: March 2015 (Amended as a Joint Form)