

JOINT OVERVIEW AND SCRUTINY ACTION TRACKER

Updated 9th March 2023 - AN

The purpose of this action tracker is to document and track the progress of all recommendations made by the Joint Overview and Scrutiny Committee. This tracker seeks to inform committee members on the implementation of their recommendations and the subsequent decisions reached by Cabinet. This tracker is updated ahead of and following each meeting of the Committee.

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
20.02.23	JOS/22/45	Are Planning Pre-Application Advice Customers Getting a Valuable Service?	3.1 That the contents of the report be noted by the Joint Overview and Scrutiny Committee	N/A		Completed
			3.2 That Officers be requested to alter the frequency and content of the survey of customer experience of the pre-application service to "open" rather than annual	PI		Ongoing
			3.3 That Officers be requested to undertake an annual survey of Development Management Planning Officers of their experience of customer service.	PI		Ongoing
			3.4 That Officers develop a model for quarterly audit of timeliness, quality and customer service including to assess the effectiveness of the pre-application advice process in the validation of applications and correlation of advice with outcome	PI		Ongoing
			3.5 That the Corporate Director for Planning and Building Control and the Chief Planning Officer review the results of the above-mentioned surveys and audit with the Client Side Panel and report at least bi-annually to the Cabinet Members for Planning	TB / PI		Ongoing
			3.6 That the Overview and Scrutiny Committee request the Director for Planning and Building Control and the Chief Planning Officer consider arrangements to provide adequate training and mentoring opportunities for all planning staff with a view to providing an improved level of pre-app service	TB / PI		Ongoing
			3.7 That the Corporate Director for Planning and Building Control and the Chief Planning Officer aim for an overall quality of advice level of satisfaction of 60% by 30th April 2025	TB / PI		Ongoing
			JOS/22/46	Private Sector Housing Enforcement & Civil Penalties Policy	3.1 That Overview and Scrutiny recommend to Cabinet to adopt the new private rented sector housing enforcement policy, including the use of civil penalties as an alternative to prosecution, and agree a fair charging regime to recover the costs of housing enforcement action taken by the Council.	JK / DW
3.2 To recommend that Cabinet approve and authorise the use of civil penalty and financial penalty powers provided by the Housing and Planning Act 2016 (Appendix 2), Electrical Safety Regulations (Appendix 3) and Energy Efficient (Private Renter Property) Regulations (Appendix 4)	JK / DW	06.03.23: Going to Cabinet for decision.			Ongoing	

20.02.23	JOS/22/46	Private Sector Housing Enforcement & Civil Penalties Policy	3.3 To recommend to Cabinet the proposed charges for relevant housing enforcement action based on officer time taken and that any revenue arising from civil penalties will be retained within the service to meet the legal or administrative costs and expenses incurred under the relevant housing law	JK / DW	06.03.23: Going to Cabinet for decision.	Ongoing
			3.4 To recommend to Cabinet that comments made at this meeting be made available to them when they discuss implementing the Private Sector Housing Enforcement & Civil Penalties Policy	JK / DW	06.03.23: Going to Cabinet for decision.	Ongoing

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
23.01.23 (MSDC)	MOS/22/02	General Fund and Housing Revenue Account (2023-24)	1.1 That the Mid Suffolk Overview and Scrutiny Committee notes the report	N/A		Completed
			1.2 That Cabinet considers an increase in the Locality Award allocation for each Member.	N/A		Ongoing
	Mca/22/27	Call-In of the Decision From the Mid Suffolk Cabinet Meeting 7 November 2022	That Mid Suffolk Overview and Scrutiny Committee refers the matter back to the Cabinet for reconsideration with the following observations: - That Officers undertake further public engagement - That Officers and Cabinet consider locating other sites within the district for the scheme - That Cabinet takes into consideration the planning advice provided	AN / HH		Ongoing

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
23.01.23 (Joint)	JOS/22/39	Review of the Culture, Heritage and Visitor Economy Strategy	1.1 That the Joint Overview and Scrutiny Committee notes the report and requests that Officers take account of the comments made by Members.	N/A	N/A	Completed
			1.2 That a review of the progress of the Strategy's implementation plan be undertaken by the Joint Overview and Scrutiny Committee in January 2024.	FD	N/A	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
23.01.23 (BDC)	BOS/22/02	General Fund and Housing Revenue Account (2023-24)	1.1 That the report be noted	N/A	N/A	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
19.12.22	JOS/22/32	Review of Suffolk Association of Local Councils (SALC)	1.1 That the Joint Overview and Scrutiny Committee notes the report	N/A	N/A	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
22.11.22 (MSDC Only)	MOS/22/01	Draft General Fund and Housing Revenue Account 2023/24 and Four Year Outlook	1.1. That Mid Suffolk Overview and Scrutiny Committee welcomes this earlier opportunity to consider the draft budget assumptions and thanks Officers for their presentation and clarification.	N/A	N/A	Completed
			1.2. That Cabinet and Officers take account of the comments made at this meeting of the Mid Suffolk Overview and Scrutiny Committee.	ME	05.12.22: Draft minutes provided to key officers and the Cabinet Member for Finance.	Completed
			1.3. That Cabinet explores opportunities to reduce to a minimum the recharges to the Housing Revenue Account (HRA) from the General Fund (GF).	N/A	23.01.22: The final 2023-24 General Fund and Housing Revenue Account figures were presented to O&S	Completed
			1.4. That Officers look further at the Vacancy Management Factor assumption of 5%.	ME	23.01.22: The final 2023-24 General Fund and Housing Revenue Account figures were presented to O&S	Completed
			1.5. That Officers consider further opportunities to increase garage rents.	ME	23.01.22: The final 2023-24 General Fund and Housing Revenue Account figures were presented to O&S	Completed
			1.6. That Mid Suffolk Overview and Scrutiny Committee suggests a more prudent assumption in respect of the Pay Award 2023/24.	N/A	23.01.22: The final 2023-24 General Fund and Housing Revenue Account figures were presented to O&S	Completed
			1.7. That Mid Suffolk Overview and Scrutiny Committee recommends the cost assumptions for repairs and maintenance be looked at in more detail.	ME	23.01.22: The final 2023-24 General Fund and Housing Revenue Account figures were presented to O&S	Completed
			1.8. That more timely quarterly information on the General Fund's and Housing Revenue Account's income and expenditure be used to develop the budget and request that this information be made available to Mid Suffolk Overview and Scrutiny Committee.	ME	27.02.23: This was done as part of the budget setting work	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
21.11.22 (BDC Only)	BOS/22/01	Draft General Fund and Housing Revenue Account 2023/24 and Four Year Outlook	2.1 That the draft budget assumptions as set out in the report for the 2023/24 General Fund and Housing Revenue Account budgets be noted.	N/A	N/A	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
21.11.22 (Joint)	JOS/22/23	Review of Local Citizens Advice and the Cost of Living Crisis	1.1 That the Joint Overview and Scrutiny Committee notes the contents of the report and commends the work being undertaken in response to the Cost of Living crisis.	N/A	N/A	Completed
			1.2 That the Joint Overview and Scrutiny Committee supports the 30% uplift to Local Citizens Advice and the work being conducted as a result and recommends that this support continues for a further 2 years.	N/A	N/A	Completed
			1.3 That the Councils facilitate a more collaborative approach between organisations by encouraging the promotion of joint working.	DR	05.12.22: Officers are currently exploring a single multi-disciplinary team, including BMSDC and Citizens Advice officers, to lead on the implementation of the action plan. 06.03.23: Both Citizens Advice Bureaus are now directly engaged with the cross-Council steering group supporting our Cost of Living work.	Completed
			1.4 That Officers work with relevant agencies to understand the situation for young people under 25, specifically men, to build a proactive response to support them as an at-risk group.	DR	06.03.23: Data is currently being collected from Councils and organisations across the county with an aim of starting a partnership based on the results.	Ongoing
			1.5 That Cabinet and Officers explore how we can embed the cost of living into the culture of the organisation for all staff when working with residents across all departments as part of a more integrated system of support.	DR	05.12.22: The Refreshed 5-Point Action Plan for the Cost of Living Crisis, which touched upon improving support on the cost of living, went before both Cabinets for noting.	Completed
			1.6 That a Joint All Member Briefing be arranged for all Councillors on the Cost of Living crisis with input from Local Citizens Advice.	DR	06.03.23: Looking to be arranged.	Ongoing
	JOS/22/24	Overview and Scrutiny and Cabinet Protocol	1.1 That Overview and Scrutiny approves the Scrutiny/Cabinet protocol.	N/A	N/A	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
24.10.22	JOS/22/17	Joint Homes and Housing Strategy and the Homelessness Reduction and Rough Sleeping Strategy (2019 - 2024)	3.1 That Joint Overview and Scrutiny Committee's Members have reviewed the contents of report JOS/22/17, including the appendices, and requests that the Portfolio Holders and Officers take account of verbal comments made by members of the committee. Also, that Cabinet bears these comments in mind when debating the refocussed delivery plan, the refreshed Joint Homes and Housing Strategy, and the Joint Homelessness and Rough Sleeping Strategy.	N/A	07.11.22: Draft minutes with a record of the verbal comments and recommendations made by Members of the Joint Overview and Scrutiny Committee were provided to the Cabinet Members for Housing for their further consideration.	Completed
			3.2 That the committee members support the strategic aims of the Joint Homes and Housing Strategy and agreed that the newly refocussed plan is reflective of the current challenges facing the housing sector whilst continuing to deliver the aims set out in the strategy.	N/A	N/A	Completed

24.10.22	JOS/22/17	Joint Homes and Housing Strategy and the Homelessness Reduction and Rough Sleeping Strategy (2019 - 2024)	3.3 To ask Portfolio Holders and Officers to consider further provision of financial and physical support to all residents wishing to downsize.	AN	07.11.22: Draft minutes with a record of the verbal comments and recommendations made by Members of the Joint Overview and Scrutiny Committee were provided to the Cabinet Members for Housing for their further consideration.	Completed
----------	-----------	---	--	----	--	-----------

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
30.09.22	JOS/22/8	Babergh and Mid Suffolk District Councils' Parking Strategy	1.1 That the Joint Overview and Scrutiny Committee note the content of the report and that a verbal presentation of the comments made at this meeting be provided to Cabinet	N/A	03.10.22: Councillor Hinton made a verbal representation at Babergh Cabinet. 03.10.22: Councillor Welham made a verbal representation at Mid Suffolk Cabinet.	Completed
			1.2 That Cabinet is requested to carry out further work to replace (reduce) carparking demands with alternatives by looking at other areas that have done so successfully.	ME	24.02.23: A new Parking Strategy Manager will be appointed in March and will lead on this in conjunction with KD when considering impact of current/future local business demand.	Ongoing
			1.3 That the Joint Overview and Scrutiny Committee asks that a report be provided to the Committee in due course to review the progress on the Parking strategy implementation plan.	ME	30.09.22: Confirmed that progress reports will be provided to Overview and Scrutiny once implementation had begun. 24.02.23: Signed off in principle by Portfolio holders and are currently looking at how it can be brought back to Cabinet and Joint O&S with an update.	Ongoing
	JOS/22/9	Shared Revenues Partnership - Council Tax Reduction Scheme	1.1 That the Joint Overview and Scrutiny Committee recommends to Cabinet Option 3 as the preferred option for the Consultation for the Council Tax Reduction (Working Age) Scheme.	N/A	03.10.22: Babergh and Mid Suffolk Cabinet voted unanimously to consult on Option 3 as set out in Appendix B of this report as the basis for a revised (Working Age) Council Tax Reduction Scheme for 2023/24	Completed
	JOS/22/11	Recommendations from the Joint Overview and Scrutiny Task and Finish Group for Rural Transport	1.1 That Babergh Overview and Scrutiny Committee recommend to Babergh Cabinet that an analysis of the unmet demand for community transport in the district be carried out.	AN	01.11.22: Will be timetabled to go to Cabinet at the next Overview and Scrutiny Strategy meeting between the Overview and Scrutiny Chairs and the Leaders. 27.02.23: Will go to Cabinet for decision in the new municipal year.	Ongoing
1.2 That the Babergh Overview and Scrutiny Committee recommend to Cabinet that Suffolk County Council be informed of the apparent lack of publicity of community transport across the district, and to encourage joint working between Babergh and Mid Suffolk District Councils and Suffolk County Council to promote community transport services.			AN			
1.3 That the Overview and Scrutiny Committee recommends to Cabinet that the feasibility of providing an electric bus project throughout the district, similar to that being implemented by Mid Suffolk be investigated.			AN			
1.1 That Mid Suffolk Overview and Scrutiny Committee recommend to Mid Suffolk Cabinet that, as part of the development of the electric bus project, local consultations to elicit unmet transport needs should be carried out – one covering an urban area and one covering a rural area.			AN			

30.09.22	JOS/22/11	Recommendations from the Joint Overview and Scrutiny Task and Finish Group for Rural Transport	1.2 That the Mid Suffolk Overview and Scrutiny Committees recommend to Cabinet that Suffolk County Council be informed of the apparent lack of publicity of community transport across the district, and to encourage joint working between Babergh and Mid Suffolk District Councils and Suffolk County Council to promote community transport services.	AN		Ongoing
----------	-----------	--	---	----	--	---------

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status		
27.06.22	JOS/22/2	Capital Investment Fund Company (CIFCO CAPITAL LTD) Business Trading and Performance Report	1.1 That the Joint Overview and Scrutiny committee notes the CIFCO Business Plan and Business Trading and Performance and ask that the minutes of this meeting be taken into account at Full Council.	N/A	25.10.22 and 27.10.22: Minutes were attached as Appendix E as part of the CIFCO item that went to both Babergh and Mid Suffolk Full Councils for consideration.	Completed		
			1.2 That the Joint Overview and Scrutiny Committee is satisfied that the CIFCO Business Plan and Business Trading and Performance is robust for 2022 – 2023	N/A			N/A	Completed
			1.3 That the Overview and Scrutiny Committee recommend to Full Council that future CIFCO business plans continue to be scrutinised by the Councils' Joint Overview & Scrutiny Committee and then reported to Council.	N/A			25.10.22 and 27.10.22: Babergh and Mid Suffolk Full Councils voted in favour of Recommendation 3.3 "That future CIFCO Business Plans continue to be scrutinised by the Councils' Joint Overview & Scrutiny Committee and then reported to Council."	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
25.04.22	JOS/21/30	Draft Empty Homes Policy	1.1 That the Overview and Scrutiny Committee recommend to Cabinet that the policy be adopted taking in to account the following recommendations:	N/A	04.07.22 and 05.07.22: Babergh and Mid Suffolk Cabinets voted in favour of Recommendation 1.1 "That Option 1 - the new Empty Homes Policy, as set out in Appendix A of this report and considering the recommendations from Overview & Scrutiny Committee held on 25th April 2022 be approved".	Completed
			1.2 That Overview and Scrutiny considers that the maxim loan of £20k is insufficient and asked Cabinet raise the level of loans and consider if a nominal rate of interest should be applied.	N/A		
			1.3 That loans for works to improve for energy efficiency of homes should also be available.	N/A		
			1.4 That the information in the communication plan is strengthened including publicity via Parish Council and local community groups and that a briefing note be circulated to Councillors when the policy is adopted.	N/A		
			1.5 That Cabinet be asked to monitor the budget for empty homes this year and consider whether an increase is required for 2023/24.	N/A		
			1.6 That further quantitative information is provided to members of the committee on the empty homes' loans and the financial implications for the Councils.	N/A		
			1.7 That close working is encouraged with the Homelessness Outreach officers.	N/A		

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
21.03.22	JOS/21/25	Review of Western Suffolk Community Safety Partnership (WSCSP)	1.1 That the Committee note the contents of this report	N/A	N/A	Completed
			1.2 That the comments made by the Committee regarding the name of the partnership and the format of the action plan be reported back to the WSCSP.	N/A	21.03.22: Passed on to representatives from BDC and MSDC to feedback to the WSCSP.	Completed
			1.3 That the reporting toolkit for all Members be updated and circulated	VM		Not Started
			1.4 That a training session be held for all Members to ensure that all Councillors have knowledge and awareness of their role in respect of identifying and reporting crime and safety issues in their area and are able to support their town and parish councils when discussing crime and safety.	VM		Not Started
			1.5 That a simplified version of the action plan is circulated to all councillors with the O&S chair's report to full council on this item.	VM	21.06.22 and 23.06.22: The Chairs reported on the recommendations from JOS/21/25 as part of their annual Overview and Scrutiny update to Full Council.	Completed
			1.6 Review the timing of the WSCSP report based on the meeting cycle of the partnership and ensuring that the most up to date position is reported and to review the format of the report to ensure that the information is clear, concise and has a strategic focus.	VM	04.10.22: Decided by Chairs at Joint Overview and Scrutiny Briefing that the next WSCSP review would take place in June 2023 to allow for a review of the entire year. This review will then come back to committee on an annual basis.	Completed
			1.7 To explore whether the strategic assessment is available from the County	VM		Not Started

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
17.01.22 (BDC Only)	BOS/21/1	Draft General Fund (GF) 2021/22 and Four Year Outlook	1.1 That the Overview and Scrutiny Committee notes the General Fund budget 2022/23 and Four-year Outlook.	N/A	N/A	Completed
			1.2 That the Overview and Scrutiny Committee receives a report from Cabinet on the outcomes of the performance framework on a six-month basis.	ME		Not Started
	BOS/21/2	Draft Housing Revenue Account (HRA) and Four Year Outlook	1.1 That the Overview and Scrutiny Committee notes the Housing Revenue Account 2022/23 and Four-year Outlook.	N/A	N/A	Completed
			1.2 That the Overview and Scrutiny recommends that the information about the use of sub-contractors be included in the quarterly performance monitoring report.	ME	07.03.22: Incorporated into the quarterly monitoring report and will become a statutory part.	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
13.01.22 (MSDC Only)	MOS/21/1	Draft General Fund (GF) 2022/23 and Four Year Outlook	1.1 That the Overview and Scrutiny Committee notes the General Fund budget 2022/23 and Four-year Outlook and asks that the Cabinet Member for Finance and Officers take into consideration the comments made at the meeting.	ME	N/A	Completed
			1.2 That the budget preparation process is reviewed by the S.151 Officer and the Monitoring Officer to ensure that the O&S Committee can be involved earlier in the development of the budget, enabling a more strategic approach to scrutinising the budget. Further that the Monitoring Officer and Constitution Working Group reviews the terms of reference for the O&S Committee and the JAS Committee to ensure that financial scrutiny is being undertaken in the most appropriate way.	EY	21.11.22: General Fund Budget and Housing Revenue Accounts now go to Overview and Scrutiny Committees in November to allow for a more strategic and beneficial approach where O&S's recommendations have enough time to be implemented.	Completed
13.01.22 (MSDC Only)	MOS/21/2	Draft Housing Revenue Account (HRA) and Four Year Outlook	1.1 That the Overview and Scrutiny Committee notes the Housing Revenue Account 2022/23 and Four-year Outlook	N/A	N/A	Completed
			1.2 That information is provided for the level of council rent compared with other authorities for benchmarking for the current year and the number of tenants receiving rent rebate in the current financial year be provided to Council in February and to the Overview and Scrutiny Committee for their review of the Budget in the next municipal year.	KS	24.02.22: Figures provided in the February Council papers as requested	Completed
	Mca/21/32	Call In of the Decision from Mid Suffolk Cabinet (06.12.21)	1.1 Refer the matter back to the Cabinet for reconsideration, together with the observations of the Overview and Scrutiny Committee. Cabinet will then take a final decision and that decision cannot be called in.	N/A	07.03.2022: Mid Suffolk Cabinet voted in favour "4.1 That the Cabinet decision on 6 December 2021, to adopt the new Hackney Carriage and Private hire Vehicle Licensing Policy, be confirmed and that the matters raised by the Overview and Scrutiny Committee, particularly in relation to electric vehicles, be referred to officers and the Licensing and Regulatory Committee for further work before being presented back to Cabinet."	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
20.12.21	JOS/21/20	Review of Local Citizens Advice	1.1 To thank the LCA Chief officers and their respective staff for the work that they have carried out in the last year. Particularly during the pandemic.	N/A	N/A	Completed
			1.2 The Committee are reassured that both LCAs are operating effectively and efficiently and responded well to all questioning from Members.	N/A	N/A	Completed
			1.3 That the Councils take a single view of debt and implement an integrated system for dealing with housing rent, and council tax debt.	VM	06.06.22 and 05.09.22: Both Babergh and Mid Suffolk Cabinet resolved "3.1 That Cabinet considers the report from Joint Overview and Scrutiny and agrees its response to the recommendations in the report as detailed in paragraph 4, and in line with the Council's response to the Cost of Living Crisis and the five point plan that will look at a better system of connectivity between partners, including the CAB, the Council and system wide partners".	Completed
			1.4 That contact be made to foodbanks with a request that their clients are referred to the LCA for advice on nutrition and budgeting and cookery skills classes.	VM		
20.12.21	JOS/21/20	Review of Local Citizens Advice	1.5 Remote virtual operation capability for LCA and other bodies should be provided on an accelerated programme as a matter of urgency defining locations, IT equipment and applications, training and connectivity.	VM		Completed
			1.6 That Cabinets be asked to consider the previous resolution of Joint Overview and Scrutiny Committee that the 3 year rolling funding arrangements review be subject to indexation on an annual review basis.	VM		
			1.7 That the Joint Overview and Scrutiny Committee review the Local Citizens Advice in December 2022	N/A	21.11.22: A review of the Local Citizens Advice Bureaus and their work on the Cost of Living Crisis is coming to Joint Overview and Scrutiny Committee in November 2022.	Completed
			1.8 Mid Suffolk Cabinet to confirm that funding previously allocated to Thetford and Diss LCA be allocated to Mid Suffolk LCA	N/A	06.06.22: Mid Suffolk Cabinet confirmed at their June cabinet meeting.	Completed
			1.9 Recommendation to Babergh Cabinet that extra funding be provided to Sudbury Citizens Advice to enable greater provision for debt advice across the whole district.	N/A	05.09.22: The Director for Communities confirmed that the Sudbury Citizens Advice has received a 30% uplift in funding.	Completed