

JOINT OVERVIEW AND SCRUTINY ACTION TRACKER

Updated 10th April 2024 - 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 if required. This tracker is updated ahead of and following each meeting of the Committee.

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
18.03.24	BOS/23/10	Proposed Car Parking Charges and Road Traffic Orders	1.1 That the Director for Operations and Climate Change takes on board the comments made by the Babergh Overview and Scrutiny Committee.	ME	Minor amendments were made to the report in light of comments made by the Committee.	Completed
			1.2 That Officers provide more detailed clarification on the amendments made to the information and proposals set out in the Cabinet report as a result of the consultation process.	ME	Details that had been amended due to feedback from the consultation process were better highlighted in the report.	Completed
			1.3 That Officers be requested to set out in the report to Cabinet a proposed range of tariffs that include a free parking period of 1 hour and its associated costs.	ME	Discussed informally by Cabinet. A free period is modelled to reduce expected income by 33% making further parking and sustainable travel investment unviable. This option was not presented in the report and an amendment by a Cabinet Member to include a free parking period was rejected by Cabinet on a vote of 6 against - 2 for.	Rejected
			1.4 That Officers further explore with Suffolk County Council the possibility of introducing on-street resident parking permits across the District, that more information on this type of scheme be included in the report to Cabinet, and investigate implementing an appropriate policy.	ME	Recommendation 3.9 in the Cabinet paper " <i>The Director of Operations and Parking Services Manager continue to engage with the councils where council car parks are located and any groups making representation, and carry out more detailed local survey work to bring forward proposals to continue to improve parking as set out in the council's car parking strategy, which may include residents parking zones</i> " incorporates this recommendation by Scrutiny.	Completed
			1.5 That Officers review whether a rebate system could be implemented in Hadleigh, Sudbury, and Lavenham in car parks serving doctors surgeries and medical centres.	ME	Recommendation 3.7 in the Cabinet Paper " <i>The Director of Operations and Parking Services Manager continue to engage with health, mobile health screening and village community centres which are accessed via or occasionally sited on council car parks, as to the feasibility and appropriateness of utilising the councils' virtual permits and enforcement in managing parking for their patients and visitors</i> " incorporates this recommendation by Scrutiny.	Completed
			1.6 That the Director for Operations and Climate Change continues to consider and create shared value for residents by enhancing the councils offer for non-contact, long term parking permits using intelligent parking control processes such that residents are recognised as community stakeholders.	ME	Recommendation 3.10 in the Cabinet Paper " <i>The Director for Operations and Parking Services Manager continues to consider how to enhance the councils offer for contactless, longer term parking permits, using intelligent parking control processes that benefit and offer value to residents</i> " incorporate this recommendation by Scrutiny.	Completed

18.03.24	BOS/23/10	Proposed Car Parking Charges and Road Traffic Orders	1.7 That Officers include more information and context about the rural setting of the Districts, the current reliance on car use to travel, and the accessible parking provisions needed to adequately meet this need.	ME	Discussed by Cabinet in the meeting.	Completed
			1.8 That the Monitoring Officer be asked to investigate allegations of pre-determination raised by the Overview and Scrutiny Committee in regard to members of the Cabinet.	JR	Dealt with via email exchange (dated 21/03/2024) and addressed at the beginning of the Cabinet meeting by the Monitoring Officer.	Completed
			1.9 That Officers give further consideration to the issues raised concerning school pick-ups and drop-off as well as carers and medical staff visiting patients.	ME	Discussed by Cabinet in the meeting and Officers have committed to give further consideration to these issues and explore introducing a school parking permit scheme.	Completed
			1.10 That Officers are encouraged to retain the cash and card system for paying parking permits to avoid moving to a cashless system.	ME	Officers have stated that retaining a cash and card system provides accessibility to the service and that government advice in this area will be monitored closely.	Completed
			1.11 That Cabinet are made aware of the Committee's concerns regarding the process followed during the handling of the parking petition considered by Full Council on 20th February.	ME	Cabinet informed. The Monitoring Officer addressed concerns regarding the process at the beginning of the Cabinet meeting and clarified that the petition was considered in a manner that abided to the process set out in the Constitution.	Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
14.03.24	JOS/23/32	Review of the Implementation of the Culture, Visitor, and Heritage Economy Strategy	1.1 That the Joint Overview and Scrutiny Committee notes the report and commends the Officers for the work undertaken in delivering the Strategy.	N/A		Completed
			1.2 That Officers take on board the comments made by the Committee, particularly regarding accessibility, marketing, and public consultation, and incorporate these into the future delivery of the Strategy.	ZB		Completed
			1.3 That the Cultural Working Group, in conjunction with the Community Grants Review, are requested to explore expanding the scope of locality grants to incorporate funding support for young people looking to engage with culture and the arts.	ZB		Ongoing
			1.4 That Officers explore various methods of further communicating the Strategy and its aims to a wider audience.	ZB		Ongoing
			1.5 That the Cabinet Members for Planning be asked to note the Committee's concerns towards the potential for overdevelopment of the Districts and that the SPD for Heritage and Culture be examined to better protect the tourism and culture offer that is currently available.	SD / AS		Ongoing

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
22.01.24	BOS/23/05	General Fund (GF) and Housing Revenue Account (HRA) 2024/25	1.1 That the draft revenue budgets set out in the report for the 2024/25 GF and HRA budgets be noted.	N/A		Completed
			1.2 That engagement with the public, specifically through media releases and Town & Parish Liaison meetings, be encouraged to help outline and provide clarity to the public regarding the budget pressures on the Council.	MeE/BJ	The next T&PL meeting are currently being scheduled for June.	Ongoing
			1.3 That the Council actively considers the deployment of certain services to Town and Parish Councils who have an appetite to accept functions currently carried out by the District.	AC		Ongoing

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22.01.24	MOS/23/05	General Fund (GF) and Housing Revenue Account (HRA) 2024/25	1.1 That the draft revenue budgets set out in the report for the 2024/25 GF and HRA budgets be noted and that the new approach to budget setting is welcomed by the Overview and Scrutiny Committee.	N/A		Completed
			1.2 That further information on interest receivable and capital expenditure be included in future Overview and Scrutiny reports to provide a breakdown of interest for all projects and debts.	MeE		Included in future report
			1.3 That tables detailing the breakdown of information on aspects such as the increase in dwelling rents and service charging be included in future Overview and Scrutiny reports.	MeE		Included in future report
			1.4 That the lobbying of central government on the 1 year funding settlement being increased be continued.	MeE		Completed
			1.5 That officers explore incorporating accessibility improvements into the reports, including bridge charting, graphics, and a glossary, to provide Members with further clarity on the information provided.	MeE		Included in future report

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
20.11.23	MOS/23/01	Draft General Fund (GF) 2024/25 Assumptions	1.1 That the draft budget assumptions as set out in the report for the 2024/25 General Fund budget be noted.	N/A		Completed

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20.11.23	BOS/23/01	Draft General Fund (GF) 2024/25 Assumptions	1.1 That the draft budget assumptions as set out in the report for the 2024/25 General Fund budget be noted.	N/A		Completed
			1.2 That the Director for Corporate Resources further assesses how the Council manages its income to further decrease the general fund deficit.	MeE		Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
20.11.23	JOS/23/27	Homelessness Reduction and Rough Sleeping Strategy 2024	1.1 That the Overview and Scrutiny Committee commends the housing department for the work they are conducting to help reduce homelessness in the Districts and requests that officers taken on board the comments made at the meeting.	N/A		Completed
			1.2 That the Overview and Scrutiny Committee supports the vision and priorities of the draft Homelessness Reduction and Rough Sleeping Strategy and ensures that the Delivery Plan is reflective of the current challenges facing the Districts.	N/A		Completed
			1.3 That the Overview and Scrutiny Committee strongly supports the work being undertaken to meet the domestic abuse housing alliance accreditation.	N/A		Completed
			1.4 That Cabinet makes further plans to provide financial support for the services provided under the homelessness reduction and rough sleeping strategy beyond the end of the Rough Sleeper Initiative Funding in 2025.	DF/AAY	Communicated to Portfolio Holder and Leader.	Ongoing
			1.5 That Cabinet explores further means of providing assistance to those under 25 with becoming adequately housed in order to avoid an influx of young people becoming homeless.	DF/AAY	Communicated to Portfolio Holder and Leader.	Ongoing
			1.6 That Cabinet explores providing more resources to the housing department to assist with communicating about the services available from the Councils and Central Suffolk Lettings to those who are, or are at risk of becoming, homeless.	DF/AAY	Communicated to Portfolio Holder and Leader.	Ongoing

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
23.10.23	JOS/23/21	Annual Review of the Joint Homes and Housing Strategy	1.1 That Overview and Scrutiny Committee supports the strategic aims of the Homes and Housing Strategy ensuring the delivery plan is reflective of the current challenges facing the housing sector, whilst continuing to deliver the aims set out in the Homes and Housing Strategy.	N/A		Completed
			1.2 That officers explore ways of reducing the proposed 4-year timescale for completing a full stock condition audit of the Councils' properties.	DF/AAY	Methods have been explored and now the aim is to have a complete 100% audit of stock condition surveys within the calendar year.	Completed
			1.3 That Cabinet reconsiders the use of inhouse occupational therapists.	N/A	Communicated to Portfolio Holder and Leader.	Ongoing
			1.4 That Cabinet identify what housing is affordable in the private market to various demographics in the Districts to determine the most appropriate tenures to secure and deliver.	N/A	Communicated to Portfolio Holder and Leader.	Ongoing
			1.5 That officers incorporate a RAG status into future reports taken before Joint Overview and Scrutiny to provide more detailed focus on the associated risks of the delivery of the Strategy.	DF/AAY	Will be presented within the annual report that is scheduled to come to Overview and Scrutiny in October 2024.	Included in future report
			1.6 That the Cabinet undertake a clear refocus on housing and ensure that there is enough support for officers to achieve the housing needs of our residents.	N/A	Communicated to Portfolio Holder and Leader.	Ongoing

23.10.23	JOS/23/21	Annual Review of the Joint Homes and Housing Strategy	1.7 That officers are requested to involve all Members in any open sessions carried out by the Housing department.	DF		Completed
			1.8 That the Chief Planning Officer provides the Overview and Scrutiny Committee with an update on the number of dwellings with outstanding planning permission that have not yet begun construction.	PI/TB		Ongoing
			1.9 That officers identify residents who are most vulnerable so that services can be proactively designed around their needs and tailored to them when appropriate.	DF	Officers are now gathering information on resident vulnerabilities through customer satisfaction surveys which will form a data base, allowing officers to offer a more tailored service and support network.	Completed
			1.10 That Cabinet and officers explore methods of both providing and communicating to residents the option to downsize their properties.	N/A	Communicated to Portfolio Holder and Leader.	Ongoing
			1.11 That officers scrutinise and investigate private landlords before working collaboratively with them.	DF	26/01: Update requested from Officers. Awaiting response.	Ongoing
			1.12 That Cabinet reconsiders the means in which data is collected in support of community-led housing.	N/A	Communicated to Portfolio Holder and Leader.	Ongoing

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
18.09.23	JOS/23/15	Review on Current Levels of Untreated Sewage Discharges to Waters in Babergh and Mid Suffolk	1.1 That the Joint Overview and Scrutiny Committee thanks Anglian Water, the Environment Agency, Natural England, and the River Stour Trust for their attendance and for the answers	N/A		Completed
			1.2 That the Chairs of Overview and Scrutiny provide a report and verbal update on the contents and outcomes of the Committee meeting at the next Full Council meetings.	AN	All recommendations presented to Council in October 2023.	Completed
			1.3 That the Joint Overview and Scrutiny Committee requests for more information from the external representatives, specifically including the phosphate reducing programme, and asks that this be fed back to the Committee via an information bulletin.	AN		Completed
			1.4 That the Joint Overview and Scrutiny Committee requests for a wider publicity campaign for residents, staff, and Councillors regarding materials that cannot be put into the sewage system.	BJ		Completed
			1.5 That the Joint Overview and Scrutiny Committee requests for Cabinet to investigate the possibility of running a campaign regarding the provision of water butts for residents.	MaE		Completed
			1.6 That the Joint Overview and Scrutiny Committee requests for Council to consider supporting "citizen science" projects	N/A		Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
21.08.23	JOS/23/08	CIFCO Performance Report (2022/23) and Business Plan (2023/24)	1.1 That the Joint Overview and Scrutiny Committee notes the CIFCO Business Trading and Performance Report and asks that the minutes of the meeting be taken into account when CIFCO is next considered at Full Council.	EA	Presented to Council on 18th September.	Completed
	JOS/23/09	Cost of Living: Review of 6 Month Plan and Beyond	1.1 To note phase 3 of the Cost of Living Action Plan and endorse the commitment to develop a longer term approach to preventing poverty, which seeks to understand the underlying drivers of poverty across both districts at a hyper-local level, through continued work with internal and external stakeholders and to include wider engagement with Town and Parish Councils.	SW/SL		Completed

Date	Item Ref	Item Title	Recommendations	Key Officer	Progress	Status
24.07.23	JOS/23/02	Western Suffolk Community Safety Partnership	1.1 That the Joint Overview and Scrutiny Committee notes the report and commends the Officers involved for their work within the Partnership.	N/A		Completed
			1.2 That an All Member Briefing and further training be delivered for all Councillors regarding the topics covered by the Western Suffolk Community Safety Partnership, including how to report ASB and an updated contact list.	DR/VM	26/01: Update requested from Officers. Awaiting response.	Not Started
			1.3 That a review of the current costs of Babergh and Mid Suffolk resources and the potential impact of further statutory responsibilities is undertaken and reported back to the Joint Overview and Scrutiny Committee.	DR/VM		Included in future report
			1.4 That the level of engagement with community groups within the Districts is incorporated into the next review of the Western Suffolk Community Safety Partnership and is reported to the Joint Overview and Scrutiny Committee.	DR/VM		Included in future report
			1.5 That a review is undertaken of the Western Suffolk Community Safety Partnership's position within the Babergh and Mid Suffolk Significant Business Risk Register.	DR/VM		Included in future report
			1.6 That more formal communication procedures are put in place between the Western Suffolk Community Safety Partnership and our Parish / Town Councils.	DR/VM	26/01: Update requested from Officers. Awaiting response.	Ongoing

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	TB/PI	The content of the customer survey has been adjusted. A move to an open survey, as requested by the committee, was trialed and only received 2 responses over a year. A decision has been made to return to an annual survey with a targeted approach.	Rejected
			3.3 That Officers be requested to undertake an annual survey of Development Management Planning Officers of their experience of customer service.	TB/PI	27 responses received by Officers in 2023 in the annual survey. The 2024 survey is currently being formulated.	Completed
			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	TB/PI	This is in place with a yearly audit also taking place in October. Officers are encouraged to undertake a personal audit of their work every Friday.	Completed
			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		Completed
			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	Training has taken place for planning officers particularly on providing a consistent & effective service and strengthening customer satisfaction. Principal planning officers have also been mentoring and training junior members of staff in-house.	Completed
			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	26/01: Currently still planning for this level of satisfaction.	Included in future report