



MID SUFFOLK DISTRICT COUNCIL

WORK PLAN

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From: Henriette Holloway – Governance Support Officer	Report Number: MOS/17/41
To: Mid Suffolk Overview and Scrutiny Committee	Date of meeting: 15 March 2018

WORK PLAN FOR 2017/2018

The table below is a draft of the forward plan for the Mid Suffolk Overview and Scrutiny Committee. This table will be reviewed at each meeting and could be amended in the light of new items arising or as a result of items on the Forthcoming Decisions List being selected for scrutiny.

**19 April 2018
Joint Committee with Babergh District Council
Chair: Barry Gasper**

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Babergh and Mid Suffolk Building Services (BMBS)	12 months review after the implementation of the service, in April 2018. This to include reporting back to the committee on progress in implementing the actions drawn up to reduce the days council properties are void.	Justin Wright – Newton Corporate Manager - BMBS	Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery Make best use of our existing Housing assets
Staff Turnover and Welfare	Reviewing the impact, the office move has had on staff and the financial impact of the move to Endeavour House with the aim of learning points for other future major change activities.	Katherine Steel - Assistant Director – Corporate Resources (Anne Conway Corporate Manager HR & OD)	Intelligence based community insight and outcome - focused performance management Strengthened and clear governance to enable delivery Make best use of our existing Housing assets

Updated Joint Complaints Policy	Review of the updated Joint Complaints Policy and the impact on the Community	Karen Coll Corporate Manager - Business Improvements Ben Staines, Research and Project Officer	Intelligence based community insight and outcome - focused performance management
Information Bulletin	Voids times in Council Properties	Sue Lister – Corporate Manager – Housing Options Justin King – Interim Consultant for the Voids Team	Make best use of our existing Housing assets

17 May 2018

Topic	Purpose	Lead Officer	Joint Strategic plan reference
Scoping of Pre – planning Application	To conduct a scoping exercise to review the newly introduced Pre-planning Application fees	Philip Isbell Corporate Manager – Growth & Sustainable Planning Gemma Walker Senior Planning Officer	Alternative Service Delivery models
Review of Shared Legal Services	To review the progress and communication following the presentation in December	Emily Yule Assistant Director – Law and Governance	Financially sustainable Councils Manage our corporate assets effectively Enabled and Efficient Organisation
Waste Strategy	Report based on the scoping exercise conducted in February	Chris Fry Assistant Director – Environment	Financially sustainable Councils Intelligence -based Community, insight and outcome – focused performance management

<p>Investment Strategy</p>	<p>To scrutinise the Business Plan before final presentation to Full Council and to make any suggestions felt appropriate</p> <p>(Governance arrangements will be presented to Full council in April)</p>	<p>Louise Rawsthorne – Managing Director – BMS Invest</p>	<p>Financially sustainable Councils</p> <p>Manage our corporate assets effectively</p>
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WORK PLAN 2018/19 for Mid Suffolk Overview and Scrutiny Committee:

<p>14 June 2018 (Joint)</p>	<p>20 December 2018</p>
<p>SWP – Report on Food Waste Rob Cole – SWP Manager</p> <p>Members to agree the MSDC Work Plan for 2018/19</p> <p>Overview and Scrutiny Training for Members for the Committee</p>	<p>MRF Procurement Process Officer to report back to the committee on the outcome of the MRF Procurement Contract. (JOS/17/8)</p>
<p>19 July 2018</p>	<p>17 January 2019</p>
<p>Voids – A review of the time it takes to re-let a property</p> <p>Pre-planning Application report</p>	
<p>16 August 2018</p>	<p>14 February 2019</p>
<p>The HQ Sites – the Investment Business Case for Development (TBC)</p>	
<p>20 September 2018</p>	<p>14 March 2019</p>
<p>Crime and Disorder Panel meeting</p> <p>Investment Strategy to scrutinise the Business Plan for BMS Invest CIFCO</p>	

<p>18 October 2018</p> <p>An update on the Homeless Reduction Act (2017) Six months after the implementation of the Act</p> <p>CIL Expenditure Framework The Joint Member Panel to be part of the Scrutiny Process</p> <p>Waste Strategy Scrutiny of the outcome of Waste Services Review and possible extension of the Joint Waste Contract, prior of report going to Cabinet. (JOS/17/8)</p>	<p>18 April 2019</p>
<p>15 November 2018</p>	<p>16 May 2019</p> <p>Annual Review of BMS Invest Business Plan</p>



Babergh Chairing Joint Committee



Mid Suffolk Chairing Joint Committee

Topics identified for review by O&S but not currently timetabled:

Universal Credit

To review steps for implementation of Universal Credit and ensure the Council is fully prepared for the roll-out in May 2018 (if scrutinise after May, to check it was fully prepared)
Officers: Amy Mayes and Andrew Wilcock (SCC)

Community Grant

Strong and safe communities was asked to report back following a 'health check' of the groups receiving grants. (To be an Information Bulletin) **TBC**

Crime and Disorder Panel meeting

Required to take place at least once a year, provisionally agreed to take place in **September** of each year.

Enforcement

Enforcement for parking, planning etc to be discussed with Babergh Overview and Scrutiny Committee and Kathy Nixon – Strategic Director to decide how to approach this area.
Community

Transport Services

To scrutinise the services provided by SCC and consider what Overview and Scrutiny can add to these services

Authorship:

Henriette Holloway
Governance Support Officer

Tel: 01449 726481

E-mail: henriette.holloway@baberghmidsuffolk.gov.uk