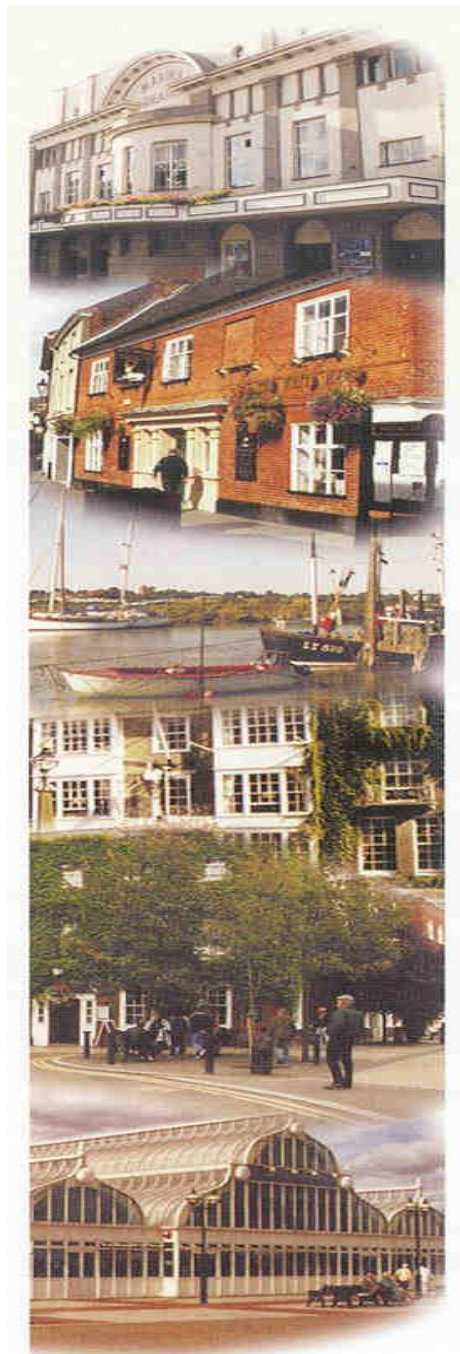




Waveney District Council
Serving the Community



OVERVIEW AND SCRUTINY

Annual Report

2016/17



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Vision for Scrutiny Activity within Waveney

Overview & Scrutiny at Waveney District Council aims to enhance the quality of life for all who live and work in the District by ensuring the provision of a safe, clean, attractive and prosperous environment for our communities.

Scrutiny aims to be objective, evidence-based, transparent and constructive, and to reflect the interests and concerns of local communities.

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Introduction

Councillor Alison Cackett Chairman of the Overview & Scrutiny Committee 2016/17

Welcome to my Annual Report as Chairman of the Overview & Scrutiny Committee for Waveney District Council (WDC) for 2016/17.

Overview & Scrutiny is central to the Council's decision-making process, and this report presents some examples of where and how scrutiny has contributed to change, challenge and service improvements over the past year, and gives you a flavour of the work undertaken.

2016/17 was a busy year for the Committee, which has scrutinised both internal decisions (by way of both pre- and post-decision scrutiny), and has also continued to work with partner organisations to achieve service improvements for the people of Waveney. We look forward to building on these achievements and positive relationships in the future, and all Members are aware of the good practice aim of scrutiny being politically neutral.

Looking ahead, the Committee has a rolling Work Programme, with scoping forms being completed for each piece of suggested scrutiny setting out exactly what the Committee can hope to achieve from any use of its time. This new way of working has led to more value-added and focused reviews.

I hope you find this Annual Report both informative and interesting, and that you will continue to follow the progress of the Overview & Scrutiny function at Waveney District Council.

What do we mean by Overview & Scrutiny?

The concept of Overview & Scrutiny was introduced by the Local Government Act 2000 as part of an overall agenda to reform and modernise the way in which local authorities operate. The objective was to ensure that services are delivered and policies are developed in ways that provide quality and best value for the public and that these are relevant to their needs. As part of this, councils were required to establish at least one “overview and scrutiny committee” to monitor decisions made and, where appropriate, to advise the Council on matters of policy or service delivery.

The functions and responsibilities for scrutiny are set out in detail in the Council’s Constitution but they can be summarised as:-

- Developing new policies and reviewing the effectiveness of existing policies
- Holding the Cabinet, individual Cabinet Members, Joint Committees exercising executive powers and officers to account for the decisions they make
- Ensuring best value in the provision of services
- Monitoring and challenging the performance of services
- Considering any matter affecting the District Council or the people who live or work in Waveney, or who visit Waveney
- Review and scrutiny of other public sector bodies in the area and inviting reports from them regarding their activities and performance
- Encouraging public participation in policy development and review.

How does Overview & Scrutiny Work at Waveney District Council?

The Council has an Overview & Scrutiny Committee of thirteen members. The Committee also has the ability to set up time-limited “task and finish groups” to look into an issue in more depth, and to give it more time than the full Committee would be able to spare.

Responsibilities

- Community leadership
- Scrutiny reviews
- Pre-decision scrutiny
- Post implementation reviews
- Policy development and review
- External and joint scrutiny
- Call-ins
- Councillor Calls for Action
- Holding the Cabinet to account
- Scrutiny improvement

Holding decision-makers to account

As the Council’s “critical friend”, the Overview & Scrutiny Committee holds the Cabinet, Full Council and officers to account by monitoring the decision making process and testing existing practices to check they are working properly. It can also “call in” Cabinet decisions to check them before they are implemented. The Overview & Scrutiny Committee is able to stand back from the decision making process, look at the outcomes for the people of Waveney and contribute to ensuring improved performance.

Policy development and review

The Committee looks at the impact on the community of key plans and strategies within the Council’s policy framework, investigating why things are as they are, researching options, challenging

assumptions and suggesting improvements. When looking at a new policy, the Committee ensures it will contribute to the Council's priorities, and that any links to other Council policies demonstrate continuity. When reviewing existing policies, the Committee investigates how successful it has been, whether it achieved its objectives within budget and to timescale, and what needs to change. In all its policy development the Committee aims to enhance services and make life better for people living and working in Waveney, as well as those visiting us.

Call-in

Councillors have the ability to "call in" to the Overview & Scrutiny Committee decisions of the Cabinet, a Cabinet Member, a Joint Committee exercising executive powers or a key decision made by an officer for review before they are actioned.

The grounds for activating a call in are:

- The decision may be contrary to the Council's agreed policy framework
- The decision may be contrary to the Council's agreed budgetary framework
- The decision was not taken in accordance with the principles of good decision-making.

The call-in process should only be used in exceptional circumstances and is very much seen as a tool of last resort.

Any five Councillors are able to call an item in. The Council is keen to increase the level of public engagement with the scrutiny process and so has extended this facility to enable any five members of the public to call an item in. Additionally, joint call-ins of a mixture of at least seven Councillors and members of the public are possible. Call-in forms are available to download from the Council's website, or a form can be provided on request.

No call-ins were considered during 2016/17, which could be seen as a sign that the decision making process is working as it should.

Councillor Call for Action

Councillor Call for Action (CCfA) is a scrutiny power which came into force on 1 April 2009, and which enables any Member of the Council to refer to the Overview & Scrutiny Committee any local government matter or any crime and disorder matter which affects their ward/division, within certain limitations. These limitations are set out in the Councillor Call for Action Protocol which is available on the Council's website, or by emailing scrutiny@eastsoffolk.gov.uk.

There were no CCfAs submitted during 2016/17.

Meetings

The Committee has chosen to schedule meetings every month, in order to enable it to be more responsive to changing needs and local priorities, and to avoid the need to arrange Extraordinary Meetings to consider urgent issues, although these may still be called if required. In the main, Scrutiny meetings are open to the public to attend. The public may be excluded exceptionally when a particular item contains 'exempt' information (as defined by the Local Government Act 1972, as amended). However, the underlying principle will be for reports to be considered in the public section of meetings.

The Agendas, Reports and Minutes for Overview & Scrutiny Committee meetings are available to view on the Council's website. Alternatively, copies can be provided for inspection on request and a limited number of agendas are made available to the public at meetings free of charge.

Community & Partner Engagement

The Overview & Scrutiny Committee works hard to develop and improve the scrutiny process at Waveney, and continually aims to increase the involvement of stakeholders and public engagement. To this end the Committee often gathers evidence with the involvement of external witnesses, and over the past year, in addition to any targeted consultations carried out as part of reviews, the Committee has formally invited and warmly received community and partner input into the scrutiny process from the following individuals and organisations:

- Chairman and another Member of the Waveney Youth Council
- Business Director, Managing Director, Consultant and Chairman of the Board of Trustees of Sentinel Leisure Trust
- Managing Director and General Manager of Waveney Norse/Suffolk Coastal Norse
- Chief Executive and Trustee of the Marina Theatre Trust

Opportunities for increased public/community involvement in scrutiny activities are explored as an integral part of the planning for future scrutiny reviews and public involvement in scrutiny reviews is welcomed. If you would like to assist the Committee in any future work or reviews, you should obtain a copy of the Council's Scrutiny Guide available on the Council's website, or by emailing scrutiny@eastssuffolk.gov.uk.

Training and Development

The Council recognises the importance of training and development for both Councillors and officers who support the scrutiny role at Waveney. Regular targeted training, both internally and externally, has facilitated the development of a successful scrutiny function.

On 20 October 2016 three Members of the Committee attended the Centre for Public Scrutiny Questioning Skills Seminar. Other training pertinent to the Committee's role, such as chairmanship and time management, are regularly offered to all Members.

Scrutiny Budget

A budget of £4,000 is available to the Committee to assist in its work, which can be used, for example, in engaging specialist assistance, obtaining evidence, carrying out site visits, paying for meeting accommodation, training and development. This budget provides an opportunity for the Committee to build upon its successes to date and to develop innovative approaches to scrutiny at Waveney, and constructive relationships with the Cabinet and the Council's partners.

Review of the past year

Committee Membership

The Members of the Overview & Scrutiny Committee during 2016/17 were:-



Councillor Alison Cackett (Chairman)



Councillor
Nick Webb
(Vice Chairman)



Councillor
Sonia Barker



Councillor
Norman Brooks



Councillor
Graham Elliott



Councillor
Tess Gandy



Councillor
Louise Gooch



Councillor
Paul Light



Councillor
Jane Murray



Councillor
Bruce Provan



Councillor
Craig Rivett



Councillor
Letitia Smith



Councillor
Caroline Topping

Outcomes for 2016/17

During the last municipal year, the Overview & Scrutiny Committee met 8 times, and joined two meetings of the Audit & Governance Committee. Regular scheduled meetings enable more business to be transacted, and reduce the need to call Extraordinary Meetings. This section describes some of the key scrutiny topics covered during the year (May 2016 to March 2017), and their associated outcomes. A list of all the scrutiny topics covered during the past year is provided on page 16.

9 June 2016 – Setting the Scene

The first meeting of the 2016/17 municipal year began with the Committee setting its **work programme** for the year ahead, and beyond. Overview & Scrutiny at Waveney is based on the principle of being Member-led, thereby making the best use of the local knowledge and expertise that Councillors possessed.

The Committee's work programme is a live document, updated on an ongoing basis to take account of changing priorities and urgent issues. Members were also able to put forward specific items for scrutiny using a Scrutiny Scoping Form, which asks Members to set out exactly what they wish to achieve from any piece of scrutiny. This ensures that any scrutiny review is targeted, timely, makes best use of resources and has the potential to generate tangible outcomes and/or improvements.

For the first time, during 2016/17 the Committee chose not to simply set a work programme for the year ahead, but to make scrutiny more flexible, with a "rolling" work programme and agendas planned only 2 or 3 meetings in advance (other than set annual reviews), thus allowing the Committee to be more responsive to changing needs.

A work programme setting workshop was held on 25 May 2016, at which 9 scrutiny scoping forms were considered alongside each other, in order to ascertain which of the suggestions had the potential to lead to service improvements. The most important element of the scoping forms was to set out exactly what the Committee could hope to achieve through any piece of scrutiny. Issues which were unlikely to be able to be influenced, or which were already being dealt with in another arena, were not appropriate for scrutiny, and the scoping exercise, along with analysis at the workshop, helped to make it clear which reviews had the potential to add the most value. Members were also asked to bear in mind their own, and officers' capacity to deliver any particular review.

A draft work programme for 2016/17 pulled together those items which were considered annually, as well as starting to programme in the topics being taken forward following the work programming workshop. Members were reminded not to over-load the work programme, and that around 2 substantial topics per agenda was manageable. In order to accommodate more work, from 2015/16 the Committee had meetings programmed monthly; however, this did not mean that work had to be found for each of these meetings, the principle of always adding value should inform every agenda. The Work Programme is a live document, and will be updated on an ongoing basis to take account of changing priorities and urgent issues.

Additionally at this first meeting of the Committee, Members approved the **2015/16 Annual Scrutiny Report** for publication. This report gave an overview of the work undertaken by the Committee over the previous year, and is available to view on the Council's website, or by calling 01502 523614 or emailing scrutiny.wdc@eastsuffolk.gov.uk.

Finally, the Committee made **nominations** to the Suffolk Flood Risk Management Joint Scrutiny Panel and the Suffolk County Council Health Scrutiny Committee for the 2016/17 municipal year.

The Committee looked forward to a busy year ahead.

20 June 2016 – Audit & Governance Committee

This meeting was one of two occasions during the year when the Committee was invited to join the Audit & Governance Committee for joint scrutiny of a particular element of the Council's governance or budget. At this meeting, both Committees had input into the Draft Annual Governance Statement for 2015/16, which is a key document that helps provide assurance to Members and other stakeholders as to how governance of the Council is conducted and how effective it has been for the year. It also identifies major issues of concern raised by the Head of Internal Audit, together with emerging issues upon which the Council will need to focus over the coming year.

6 July 2016 – Youth, Food and Artefacts!



The highlight of the second meeting of the municipal year was the annual presentation from members of the **Waveney Youth Council (WYC)**. The Committee was pleased to welcome the Chairman of the WYC, Ray Wang, and another Youth Council Member, Nathan Bowkett, to update the Committee on the work and progress of the WYC over the preceding year.

Ray commenced his presentation by saying that in the seven years that the WYC had been running, it had moved from a small forum for youth engagement to a major driver of youth provision in Waveney. Ray explained the key objectives of the WYC for this academic year, which had been identified by young people. Building on the previous year, the WYC had made real strides forward against all priority areas, and had been successful in achieving a number of awards, which recognised the hard work of

all members of the WYC, as well as schools and partners, in supporting the youth agenda locally.

Ray explained that the first key objective for 2016/17 was to increase and enhance the provision of holiday activities for young people in Waveney. A Youth Holiday Activities Commissioning Panel had been set up for East Suffolk through the East Suffolk Youth Priority Action Group, supported by the District Councils and the East Suffolk Partnership (ESP). The project had been successful in obtaining £50,000 of ESP funding for the Panel, which consisted of 6 young people from across East Suffolk and would meet bi-annually to score and assess funding applications for up to £800 to deliver holiday activities.

The Central Government funded Waveney Transition Ambassadors Project Phase Two would see 135 young people from 8 schools and colleges trained as Transition Ambassadors, undertaking 6 hours of training with the aim of supporting new students as they progressed from secondary to further education. The 30 Further Education students taking part would also receive accreditation in the form of a Level 1/2 Peer Mentoring Qualification.

Another focus of the WYC was addressing the mental health wellbeing of young people, and four projects were outlined. Due to the work of the WYC, the views of young people were being sought

more regularly by partner organisations, and the two WYC places on the East Suffolk Partnership Board also ensured that young people had significant input into service delivery across East Suffolk.

Ray ended his presentation by thanking the Council for their support, and he looked forward to sharing even more good news next year. Councillors found this session useful as it kept them in touch with the projects which were important to young people in the District.



Also at this meeting, the Committee scrutinised the **Joint Food and Health and Safety Service Plan 2016/17**. The Council's performance in meeting targets identified within the 2015/16 Service Plan was the best the team had delivered, with improvements in the percentage of premises inspected against the programme, an increase in the number of the highest rated premises in the National Food Hygiene Rating Scheme, and an increase in the percentage of food businesses broadly compliant with food hygiene requirements.

In the four years that the National Food Hygiene Rating Scheme had been operating in Waveney, the Council had seen a 65% increase in the number of premises achieving the highest rating of 5. In premises with a rating of 4 (good) there had been an increase of 21%. Social media was being used to celebrate those premises achieving the highest rating, in order to encourage lower rated businesses to aim to achieve the same. The percentage of premises broadly compliant with food safety legislation had also increased to 94%.

The report also set out details of the Eat Out Eat Well food award scheme, which aimed to reward food businesses that offered foods low in fat, salt and sugar and had healthy foods on their menus and healthy preparation methods. Since the launch of the scheme, food sold at two of the Council's own premises had been assessed against the award criteria, and the Waterlane Leisure Centre had achieved a gold standard and Café East at Riverside a bronze award.

Finally at this meeting, the Committee considered a report which had been written following a Notice of Motion being referred from Full Council that: "This Council believes that it is the role of the Full Council to make any decision on the disposal of any of the **historic items and gifts** in the care of Waveney District Council. Further, that no disposal either by gift, sale or long-term or permanent loan shall take place without the express permission of the Full Council".



As required by the Council's Constitution, the Committee considered this Notice of Motion and proposed a way forward by which the future of these important historic items could be decided. In the past, many of the civic items were not readily on show to the public and the Council's new/refurbished buildings also do not readily lend themselves to displaying such items. A decision was therefore required as to the best and most appropriate way forward to minimise the costs of ongoing storage and avoid any deterioration of objects in storage.

The Committee recommended the setting up of a cross-party Board with delegated authority to decide the future of the various individual civic items in the care of the Council, whose work would be reported back to Full Council. The Committee felt that the cross-party Board proposed would also

be well placed to recognise any relevance the individual items of Waveney District Council civic memorabilia might have for any Town/Parish Council that were to emerge from the Community Governance Review which was currently underway.

8 September 2016 – Community Safety and Strategic Play



As the Council’s nominated Crime and Disorder Committee, the Committee keeps a watching brief on levels of crime and disorder in the District by annual monitoring of the activities of the **Waveney Community Safety Partnership (WCSP)**.

The Cabinet Member for Community Health & Safety presented information on projects commissioned by the WCSP during 2015/16, together with a crime review update, and information on the Suffolk Constabulary Policing Review. In general terms crime was down across Suffolk. Anti-social behaviour statistics showed a County-wide reduction of 38% on the 3 year rolling average. Domestic Violence County-wide had seen an increase, but this was mainly put down to confidence in reporting.

The WCSP worked closely with other agencies to assist in accessing funding to support projects. Projects commissioned for 2015/16 were aimed to meet the three priorities of the Partnership of Protecting Vulnerable People, Demand Reduction and Night Time Economy. Projects included Anti-Social Behaviour Partnership, Domestic Homicide Review, the Government’s Prevent training on identifying those who may be vulnerable to terrorism/radicalisation, the Summer Activities Programme, Y-B-Yz (a project promoting good citizenship), Crucial Crew (which provided scenarios on personal safety for pupils aged 9-10 years) and a Memory Box Project.

At this meeting the Committee also considered a **Strategic Play Evaluation and Action Plan**. The Cabinet Member for Customers & Communities presented a report which set out the findings from the 2015 Play Evaluation Report. It was hoped that that Report’s recommendations would enhance and improve play development and management of play space, repair and maintenance through a strategic plan for the service.



1 November 2016 – Discussions on Poverty and Social Mobility



This meeting was focused on one topic, the serious issue of **poverty, deprivation, disadvantage, barriers to social mobility and hidden needs in East Suffolk**. This had been brought to the Committee following a Member’s concern that a neighbourhood in Lowestoft was rated the 10th most deprived out of 32,844. A report had been requested

summarising the key issues in East Suffolk in relation to poverty, hidden needs, social mobility, deprivation, disadvantage and rural services, drawing on recently published documents. These documents identified specific groups which were likely to or may experience disadvantage, and some identified geographical target areas, a number of which were in Waveney.

A significant amount of work was underway to tackle some of the issues identified, and whilst there was more work to be done, there were opportunities to build upon existing initiatives, including those led through the Council, Lowestoft Rising and the East Suffolk Partnership. Additional work would be commissioned by the East Suffolk Partnership to identify where interventions were likely to have most impact, and would identify both target geographical areas and target groups/communities of interest.

A wide ranging discussion was held covering areas including educational attainment, demands on the voluntary sector, the impact of the rollout of Universal Credit and various projects underway in Waveney. It was clear that the issues under discussion could not be tackled overnight, or in isolation, and the Committee was reassured to hear how partners were working together to address the needs of communities in Suffolk. The Committee requested that an update report be brought to a future meeting in due course.

1 December 2016 – Commencement of Budget Planning and a look at Built Facilities

The Committee plays a lead role, alongside the Audit & Governance Committee, in reviewing the Council's budget for future years, including recommending a level of Council Tax, alongside proposals for budget reductions and opportunities for increased income.

This process commenced at this meeting with the consideration of the draft **Medium Term Financial Strategy** (MTFS) for 2017/18 – 2020/21, which is a baseline forecast of income and expenditure which provides a framework within which the Council's overall spending plans may be developed.



Budget scrutiny is particularly important given the continued challenge to councils due to the significant uncertainties surrounding some of the key aspects relating to their services and funding streams and the continuing Government reform programme, and both Committees' involvement in this work continued to February 2017, as detailed later in this report.



Also at this meeting, the Committee considered the results of the work of a Task and Finish Group which had looked at the provision of **built leisure facilities** in Waveney. The overall objective of the review had been to assess the need for indoor sports and recreational facilities in the District, and to set out the strategic direction for provision up to 2026 and beyond.

Key issues in the resulting Strategy were discussed, and overall the assessment indicated that the facilities mix in Waveney was fit for purpose and met the needs of local residents, and the recommendations of the Strategy aimed to protect, enhance and provide facilities as appropriate. The Committee made recommendations to Cabinet for the adoption of the Waveney Built Facilities Strategy Document as a key driver for investment and strategic support for facility development, and for approval to deliver against the action plan set out in the Strategy Document. Members did, however, express concern at the dependence in the District on educational facilities not under local authority control.

5 January 2017 – Partner Scrutiny – Waveney Norse and Sentinel Leisure Trust



Waveney Norse was formed as a Joint Venture Company between Waveney District Council and Norse Commercial Services in 2008, and the Cabinet Member for Operational Partnerships and Lowestoft Rising attends the Committee annually to report on its operation. The Managing Director and General Manager of Waveney Norse also attended the meeting.

Members were advised that substantial levels of activity had continued to take place during the 2015/16 year to both retain and increase commercial sales turnover and shared profit, which had raised the Company's profile and market share. Members were pleased to note that the actual profit before tax had exceeded expectations by £413,227.

Achievements during 2015/16 included the Easy Green Bin Scheme, which went 'live' on 29 February 2016, with take-up by 52% of households in Waveney. Waveney Norse had also supported a number of incentivised community litter picking schemes, introduced a new online helpdesk system, and commenced grass cutting in 2015/16 6 to 8 weeks earlier than expected in a number of areas, due to the mild winter, which meant that the majority of cuts were either on or ahead of schedule. Additionally, Nicholas Everitt Park had received the Green Flag Award for the sixth consecutive year.

The Business Director and Managing Director of Sentinel Leisure Trust, the Chairman of the Board of Trustees and the Director of Infinite Management Solutions (IMS) also attended this meeting to present the annual report on the performance of the Trust, together with the Cabinet Member for Operational Partnerships and Lowestoft Rising. Sentinel Leisure Trust is a Charitable Non Profit Distributing Organisation which operates leisure services on behalf of the Council, and significant changes and developments had taken place since the creation of the Trust in 2011.



The Trust had been supporting the Community Health and Wellbeing Programme and provided a wide range of services including partnership work with James Paget Hospital, Stop Smoking Groups, Weight Management and Childhood Obesity, Physiotherapy and work with the Mental Health Team. Other programmes included the Making Memories initiative involving palliative care at James Paget Hospital, the Christmas Day Swim and Lowestoft Ogogo for young mums and those aged 55+. Free access to leisure facilities was also provided to Suffolk Young Carers during the school holidays, and for the homeless in temporary accommodation. It was hoped that the Trust would develop even further during the next 12 months and would build upon its latest accomplishments and broaden its reach on a national basis.

18 January 2017 – Audit & Governance Committee – Budget Scrutiny

This was the second time during 2016/17 that the Committee had been invited to join the Audit & Governance Committee, this time for the annual consideration of the **Housing Revenue Account Budget and Capital Programme**.

The Chief Finance Officer & Section 151 Officer provided the Committee with a detailed presentation on the Housing Revenue Account (HRA), which was a ring-fenced, self financing budget, completely separate from the General Fund Budget. The current HRA borrowing was approximately £79million and a 30 year business plan was in place to pay back the borrowing. Central Government requirements, however, included a 1% annual decrease in rents charged to tenants for a 4 year period, meaning the Council had to go against its own business plan, and the rent reduction will create a cumulative shortfall of £7.7 million over the 4 years and will have a knock on effect over the whole 30 year term.



Other initiatives from Central Government, such as the implementation of Universal Credit, had also affected the HRA as it had affected tenants' ability to pay. Other initiatives such as the Under Occupancy Charge (bedroom tax), Single Occupancy Charge, Housing Benefits Cap, Right to Buy and Pay to Stay had also affected the business plan. However, the HRA was in a strong position financially.

There followed a report on the Council's **General Fund and Housing Revenue Account (HRA) Capital Programmes** for the financial years 2017/18 to 2020/21 and revisions to the 2016/17 Programme. The report included the main principles applied to set the programme and provided details of the expenditure and finances for 2016/17 to 2020/21.

As part of the annual budget setting process, the Council is required to agree a programme of capital expenditure for the coming four years. The capital programme itself plays an important part in the delivery of the Council's Medium Term Financial Strategy (MTFS) which, in turn, supports wider service delivery. HRA capital expenditure included housing repairs, housing development and housing improvement.

9 February 2017 – Draft General Fund Budget and Contract Lessons

For this meeting it was the turn of the Audit & Governance Committee to join the Committee in scrutinising the **Draft General Fund Budget for 2017/18**, which gave an opportunity for the two Committees to submit any comments to the Cabinet on the proposed 2017/18 budget prior to its referral to Full Council. A detailed debate was held, with Councillors discussing a number of areas of the proposed budget including the significant impact of the continuing reduction in Central Government funding to local government. Full details of these discussions can be found in the Committee's Minutes.

At the end of the debate the Committees jointly made recommendations to Cabinet and Full Council regarding approval of the General Fund revenue budget and movements in reserves, and the setting of the Council Tax for the District for 2017/18.

At the same meeting, the Overview & Scrutiny Committee held a discussion on the lessons which could be learnt from the Council's **withdrawal from a contract** to purchase a parcel of land in early 2016. Due to the commercially sensitive nature of this report, the debate was held in exempt session. One of the outcomes of this discussion was a recommendation for a review to take place on how Councillors are kept informed of significant issues occurring in their wards.

9 March 2017 – Partner Scrutiny – Marina Theatre Trust



The Marina Theatre Trust is a charitable not-for-profit organisation which operates the Marina Theatre, Lowestoft on behalf of the Council and which commenced operation of the Theatre on 1 December 2011. This annual report to the Committee provided an overview of the performance of the Trust to date, highlighted key achievements and detailed governance arrangements.

Partnership governance was split into two levels of control. There were regular meetings between the Trust's Chief Executive and the Council's appointed officer, and these meetings were supported with quarterly joint Partnership Board meetings chaired by the Cabinet Member and attended by the Council's Senior Management Team, members of the Trust Board and the Trust's Chief Executive.

The Trust also reported against mutually agreed Key Performance Indicators (KPIs) that were linked to the East Suffolk Business Plan objectives, and were reviewed annually to ensure a coherent strategic direction.

The report set out key achievements and performance of the Trust since the last report to the Committee, as well as the latest version of the KPIs and a number of additional successes and initiatives which showed the Trust's commitment to continuing to improve, expand and deliver its offer to audiences and visitors.

No meetings of the Committee were held in April 2017 due to the Purdah period for the County Council Elections. However, the Committee will recommence its busy schedule in June 2017, when it will discuss its programme of work for the coming year and beyond.

The work programme of the Overview & Scrutiny Committee in 2016/17

Meeting	Topics covered
9 June 2016	<ul style="list-style-type: none"> • Overview & Scrutiny Annual Report – 2015/16 • Scrutiny Arrangements and Forward Scrutiny Work Programme • Appointments to Outside Scrutiny Bodies
20 June 2016 - Audit & Governance Cttee	<ul style="list-style-type: none"> • The Committee joined the Audit & Governance Committee to discuss the Draft Annual Governance Statement
6 July 2016	<ul style="list-style-type: none"> • Waveney Youth Council Annual Update • Joint Food and Health and Safety Service Plan 2016/17 • Notice of Motion referred from Full Council – WDC Civic Memorabilia
8 September 2016	<ul style="list-style-type: none"> • Community Safety Partnership Year End Report • Strategic Play Evaluation / Action Plan
1 November 2016	<ul style="list-style-type: none"> • Responding to Poverty, Deprivation, Disadvantage, Barriers to Social Mobility and Hidden Needs in East Suffolk
1 December 2016	<ul style="list-style-type: none"> • Built Facilities – Waveney Strategy Document • Joint Consideration with Audit & Governance Committee of Medium Term Financial Strategy
5 January 2017	<ul style="list-style-type: none"> • Waveney Norse Annual Progress Report • Annual Partnership Report on Sentinel Leisure Trust
18 January 2017 – Audit & Governance Committee	<ul style="list-style-type: none"> • The Committee joined the Audit & Governance Committee to discuss the Housing Revenue Account Budget and Capital Programme
9 February 2017	<ul style="list-style-type: none"> • Joint Consideration with Audit & Governance Committee of Draft General Fund Budget 2017/18 • Lessons to be learnt from the withdrawal from the Sanyo Contract
9 March 2017	<ul style="list-style-type: none"> • Marina Theatre Annual Report (Exempt)
<p>No meetings of the Committee were held in April 2017 due to the Purdah period for the County Council Elections</p>	

Looking Ahead to 2017/18

Future Focus for Scrutiny Activity

As we look forward to the 2017/18 municipal year, the focus for future scrutiny activity will continue to be strategic, and the Overview & Scrutiny Committee will carry out reviews that provide critical challenge to both internal services and external organisations.

The Committee held a work programme setting workshop on 25 May 2016, and decided to have a “rolling” work programme in future, to enable the Committee to be more responsive to changing needs and circumstances. The Committee’s forward work programme will therefore not be programmed a year in advance, as in previous years. Reviews which have been programmed for the coming year include the following, but please note these allocations are subject to change so you are advised to keep an eye on the Council’s website for more up to date information on when these reviews are timetabled.

Meeting	Topics to be covered (draft programme subject to change)
8 June 2017	<ul style="list-style-type: none"> • Community Safety Partnership Year End Report • Overview & Scrutiny Annual Report – 2016/17 • Scrutiny Arrangements/Work Programme/Outside Scrutiny Bodies
Audit & Governance Committee – 15 June 2017	<ul style="list-style-type: none"> • The Committee will join the Audit & Governance Committee to discuss the Draft Annual Governance Statement
6 July 2017	<ul style="list-style-type: none"> • Waveney Youth Council Annual Update • Joint Food and Health and Safety Service Plan 2017/18 • Waveney Norse Annual Progress Report
3 August 2017	
7 September 2017	<ul style="list-style-type: none"> • Annual Partnership Report on Sentinel Leisure Trust
5 October 2017	<ul style="list-style-type: none"> • Review of reintroduction of car parking charges in Bungay and statistics from the period of re-introduction of charges in Halesworth
9 November 2017	<ul style="list-style-type: none"> • Joint consideration with Audit & Governance Committee of Medium Term Financial Strategy • Post implementation review of the introduction of charges for the collection of garden waste
7 December 2017	<ul style="list-style-type: none"> • Post implementation review of the closure of Tourist Information Centres and replacement with Visitor Information Points
4 January 2018	<ul style="list-style-type: none"> • Further report on Poverty, Deprivation, Disadvantage, Barriers to Social Mobility and Hidden Needs in Suffolk
Audit & Governance Committee – 11 January 2018	<ul style="list-style-type: none"> • The Committee will join the Audit & Governance Committee to discuss the Housing Revenue Account Budget and Capital Programme
8 February 2018	<ul style="list-style-type: none"> • Joint consideration with the Audit & Governance Committee of the Draft General Fund Budget 2018/19
8 March 2018	
5 April 2018	

How to find out more about the Scrutiny Function in Waveney

For further information on how the scrutiny function operates at Waveney District Council, please contact a Democratic Services Officer on (01502) 523614 or email: scrutiny@eastsoffolk.gov.uk. Alternatively, visit our website at www.eastsuffolk.gov.uk.

Feedback

If you have any comments regarding the information provided within this report, please contact a Democratic Services Officer on (01502) 523614 or email: scrutiny@eastsoffolk.gov.uk.