



REPORT OF:	HEAD OF CORPORATE POLICY, PERFORMANCE AND PARKING
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TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	16 FEBRUARY 2017

WARD (S) AFFECTED:	ALL
SUBJECT:	THE OVERVIEW & SCRUTINY COMMITTEE'S PROPOSED WORK PROGRAMME 2017/18
RECOMMENDATIONS: (i) that the proposed Work Programme for 2017/18 as set out at Annex 1 and detailed in the report be approved (taking account of the Management Team's comments) for recommendation to the Executive and the Council.	
SUMMARY To consider the proposed Work Programme for the Overview and Scrutiny Committee for 2017/18 and to forward the programme and any comments to the Executive.	

Statutory Powers

1. The *Local Government Act 2000* (as amended) established Overview and Scrutiny Committees within the Leader with Cabinet model of governance. Subsequent legislation including the *Police and Justice Act 2006*, the *Local Government Public Involvement in Health Act 2007*, the *Local Democracy, Economic Development and Construction Act 2009*, the *Localism Act 2011* and the *Local Authorities (Overview and Scrutiny Committees) (England) Regulations 2012* has provided additional responsibilities on the Committee.
2. In accordance with the Overview and Scrutiny arrangements contained in the Council's Constitution, the Committee's future work programme was discussed with the Leader and this report refers to those discussions where appropriate.
3. Following consultation with the Executive the work programme is submitted for approval by the Council so that it can be agreed at the beginning of the Municipal Year.

A Balanced approach to the Committee's Responsibilities

4. The Committee's work during 2016/17 continued to reflect the streamlined approach that the Council has adopted to managing its processes. This includes using mechanisms such as Seminars and Portfolio Holder Panels.

5. As required by the Constitution an outline of the Committee's work programme for 2017/18 was discussed between the Leader of the Council and the Chairman of the Committee with representatives of the Management Team. The purpose of this meeting was to seek a balanced approach to the work programme, whilst retaining the principles of good governance that underpin the Committee's activities. The outcomes of that meeting are reflected in this report and in the proposed work programme.

Developing a work programme

6. The Committee's work programme is designed to help it plan its business during the year and is set out in various categories in paragraphs 10 to 36.
7. To provide flexibility (to accommodate matters not contained within the work programme) the following protocol has been established:

"In addition to the Committee's agreed work programme it needs to allow flexibility for additional priority work that emerges during the course of the year. In those circumstances the Committee should be permitted to undertake that piece of work following consultation and agreement with the Chairman of the Committee and appropriate Executive Member and Management Team Manager. In the event that this is not possible a report should be made to the Executive requesting the inclusion of the issue within the work programme".

The prioritisation of the Work Programme may be adjusted by the Chairman during the year to manage the business effectively.

8. An important element of the Committee's work is to ensure that it continues to assist the Council in driving forward the Corporate Plan's key objectives and priorities. The Committee's work programme is therefore designed in a constructive way to link with the Executive's work programme.
9. Attached at Annex 1 is a summary of the Committee's proposed Work Programme and further details are set out below.

A. Policy Framework consultations

10. It is proposed that the Work Programme includes Policy Framework consultation documents as required by Policy Framework procedures within the Council's Constitution. There is no longer a legal requirement to publish a Leader's Forward Plan but a plan is prepared administratively which continues to identify all of the Strategies/Plans that will be reviewed by the Executive and the Chairman is notified of the proposals and can request that such Strategies be the subject of consideration by the Committee. Where the proposed strategy is not significantly different; or where they have been tested through Member briefings/seminars following consultation with the Chairman and Vice-Chairman a formal report will not usually be brought to the Committee.

B. Work Programme Rolled Forward from 2016/17

11. The Committee is anticipated to complete its work programme in 2016/17, with no matters to roll forward although two items were removed from the schedule as detailed below.
12. The Pathway update scheduled for December 2016 was unable to proceed because the Health & Wellbeing Executive sub-committee meeting, that had been anticipated to have been held in advance of that Overview & Scrutiny Committee meeting, was rescheduled to 13 February 2017.
13. In light of the new Strategic Partnership Agreement with Raven Housing Trust, the Housing Association activity and performance presentation scheduled for January 2017 was removed. The Portfolio Holder will report upon the performance of the new Partnership within their Portfolio Holder briefing presented to the Overview & Scrutiny Committee, commencing in late 2017, once the new arrangements have had an opportunity to bed in.

C. Executive Member Objectives

14. The Committee has continued to work closely with Executive Members during 2016/17 and has received presentations from Portfolio Holders on a number of the Council's priority work streams. The Committee proposes to continue this approach in 2017/18.

D. Audit activities

15. The Committee's Audit activities proposed for 2017/18 are to consider:
 - (a) the annual Internal Audit report for 2016/17;
 - (b) the annual ISA 260 External Audit report for 2016/17;
 - (c) the monitoring of individual audit reports through quarterly performance reports; and
 - (d) the Internal Audit Plan for 2018/19.
16. Where the Chairman agrees that there are no significant issues therein requiring attention, it will be their decision whether the annual Internal Audit report be considered formally at a meeting of the Committee.

E. Performance Management Monitoring

17. In addition to the audit activities listed above, the Committee has a role to monitor the performance of the Council. This has been fulfilled by reporting on the following matters, which the Committee consider appropriate to continue for 2017/18:
 - Revenue, Capital and Service Performance Management Monitoring (quarterly)
 - Risk Management performance (six monthly)
 - Five Year Plan performance (six monthly)
 - LGA Peer Challenge Action Plan

F. Panels for 2017/18

18. It is proposed that two Panels be re-established for 2017/18 as follows:

Budget Scrutiny Review Panel

19. The Committee has established a Budget Scrutiny Review Panel each year on a task and finish basis. The Budget Scrutiny Review Panel held one meeting in 2016/17 and reviewed the proposed budget for 2017/18 (including an updated Capital Programme and Medium Term Financial Plan). A streamlined approach, supported by an advance questioning process, continued to work well and allowed the Panel to conclude its work in one meeting.
20. It is therefore suggested that the Panel's work in 2017/18 be based on the consideration of the Provisional Budget proposals for 2018/19 (including any updated assumptions within the Medium Term Financial Plan, appropriate revenue projections and a progress report on the Capital Programme projections).

Local Development Framework Scrutiny Review Panel

21. The Local Development Framework Scrutiny Review Panel met in September 2016/17 to consider the emerging Development Management Plan (DMP) documents, in particular the results of the Regulation 18 public consultation in the summer of 2016.
22. It is envisaged that the main activity for the Panel in 2017/18 will be the consideration of the Regulation 19 submission document. The Panel will be asked to consider further Development Management Plan documents as they are developed and made available for consultation.

G. Housing Association Performance

23. In previous years, the Committee reviewed the performance of the Registered Providers, particularly Raven Housing Trust, and other related housing matters. In December 2016 the Council entered into a new Strategic Partnership Agreement with Raven Housing Trust and, in anticipation of forthcoming legislative requirements, the Council agreed that its Member representatives on the Raven Housing Trust board of trustees would be removed. As part of this new arrangement it was agreed that in place of separate formal performance update reports to the Overview & Scrutiny Committee, the Portfolio Holder with responsibility for Housing would include an update on the performance of the new partnership in their portfolio holder briefing. This new approach was agreed by the Overview & Scrutiny Chairman. The next portfolio holder briefing is scheduled for December 2017, by which time the Partnership Agreement will have been in place for a sufficient period of time to enable a meaningful update on the new relationship with Raven Housing Trust.

H. Externally Focussed Overview and Scrutiny work

24. The Committee has successfully undertaken scrutiny with and of partner organisations in recent years (see also paragraphs 13 and 28).
25. The Committee reviewed the priorities and activities of the Reigate & Banstead Voluntary Service and will be reviewing those of community facility providers GLL and Staywell in 2016/17. The Committee has found this to be a beneficial piece of work and one which contributed towards facilitating and encouraging strong communication between external partners working to the common goal of best serving local residents.
26. The Committee proposes during 2017/18 to review the work of other bodies that provide services which support the Council's Five Year Plan 2015-20 priorities. For 2017/18 this will be delivered via the Committee's meeting in January 2018 when the Committee will hear about how Pathway is developing and its positive impact on customers.

I. Crime and Disorder Scrutiny

27. The Committee is the 'crime and disorder' scrutiny committee for the purposes of the Police and Justice Act 2006. This requires the Committee to undertake a scrutiny activity of crime and disorder matters once every 12 month period. The Committee has worked well with partners such as the Police and Surrey County Council on developing this activity.
28. In 2016/17 the Committee invited the Executive Member for Licensing & Enforcement to this meeting to assist it in its consideration of the Community Safety Plan.
29. It is proposed to undertake this activity again in 2017/18.
30. The Joint Enforcement Team (JET) initiative, developed by the Council and the Surrey Police & Crime Commissioner, was included as part of the "crime and disorder" scrutiny and, as in 2015/16, it was of particular interest. It will continue to be considered as part of the Committee's "crime and disorder" scrutiny in 2017/18.

J. Joint Scrutiny of Surrey wide Strategic matters

31. Although there is a collaborative scrutiny arrangement in place to consider Surrey wide strategic matters, to date no topics have met the criteria. At present there is no activity for the Committee in this area.

K. Council Corporate Scrutiny

32. During 2016 the Council established a property company, health and wellbeing company and joint venture vehicle. The Chief Executive, Leader and Chairman of the Overview & Scrutiny Committee considered the need for scrutiny, balanced with the need to protect the need for confidentiality to enable the corporate entities to operate competitively. They agreed no changes were needed at this time, other than to agree that in the future the

Committee would receive a paper on post completion outcomes achieved from the projects undertaken through the Council's property company.

L. Call Ins

33. The Committee would also consider matters that have been called in for review. The inclusive approach adopted by the Executive to include the Overview and Scrutiny Committee in its work has assisted to reduce the number of matters Called-In. In this way the Committee's views can often be considered before the Executive decision is made.

M. Councillor Calls for Action

34. The Committee is responsible for considering any Councillor Calls for Action (CCfA) received. The Committee has adopted a procedure for reviewing the inclusion of Calls for Action in its work programme.

N. Scrutiny of the Public Sector Board

35. The Joint Public Sector Board did not meet in 2016/17. The completion and delivery of the regeneration programme which was previously the focus of the Board's work has led to the Board having fewer requirements to meet formally. The approach continues to be to ensure that there are strong relationships between Surrey County Council and Reigate & Banstead Borough Council with regular discussions between both Members and Officers regarding a broad range of issues including devolution and related matters, property, highways and infrastructure.
36. It is therefore not proposed to undertake any formal scrutiny of the work of the Public Sector Board in 2017/18.

Management Team comments

37. Management Team is generally supportive of the Work Programme proposed.
38. The work of the Committee is clearly a valuable part of the overall checks and balances needed to ensure that the authority makes decisions that are robust and challenged with the best interests of the community and the delivery of quality services at the heart of this remit.

Resource Implications

39. The main role of the Council in considering the Overview and Scrutiny Committee's Work Programme is to ensure that the work streams are appropriate and not leading to duplication. More importantly the Council must ensure appropriate resources are available to add value to that Work Programme and balance the demands of the Committee against the overall priorities of the Council. Given the proposed work programme, no specific resource implications beyond those planned are anticipated.

Legal Implications

40. There are no specific legal implications that need to be drawn to the Committee's attention as part of this report.

Equalities Implications

41. There are no specific equality implications that need to be drawn to the Committee's attention as part of this report.

Options

42. The Committee has the option to approve, add to or remove items from the proposed work programme as set out in the report. If the Committee is minded to increase significantly the Work Programme in a way which would increase the support required for the Committee's activities, a further report will be needed.

Conclusions

43. The Overview and Scrutiny Committee Proposed Work Programme 2017/18 sets out a programme of activity that is in line with the Council's priorities. This report requests the Committee to consider its work programme for 2017/18, and to support the programme for recommendation to the Executive and the Council.

Overview and Scrutiny Committee: Draft Work Programme 2017/18

No	Subject	Proposals	Management Team comments
(i)	Policy Framework consultations	To consider Policy Framework consultation documents.	Supported
(ii)	Work Rolled Forward	No proposals.	-
(iii)	Executive Member Objectives	To receive presentations from Executive Members.	Supported
(iv)	Audit Activities	To consider the following audit activities: <ul style="list-style-type: none"> • The annual Internal Audit report for 2016/17; • The annual External Audit report for 2016/17; • Quarterly reports relating to individual audit reports; • The Internal Audit Plan for 2018/19. 	Supported
(v)	Performance Management Monitoring	To consider performance by reporting on the following as appropriate: <ul style="list-style-type: none"> • Revenue, Capital and Service Performance Management Monitoring (quarterly); • Risk management performance (six monthly). • Five Year Plan performance (six monthly) • LGA Corporate Peer Challenge Action Plan performance (quarterly). 	Supported
(vi)	Scrutiny Panels	That the following Panels be reappointed in 2017/18: <ul style="list-style-type: none"> • LDF Scrutiny Panel • Budget Scrutiny Panel 	Supported
(vii)	Joint Scrutiny	No countywide joint scrutiny is programmed.	Supported
(viii)	Externally focussed work	<ul style="list-style-type: none"> • To invite an external provider of Health Services such as Pathway to make a presentation on their impact and contribution to the Council's objectives. 	Supported

No	Subject	Proposals	Management Team comments
(ix)	Call Ins; Councillor Calls for Action	To consider Call-Ins and Councillor Calls for Action.	Supported
(x)	Crime and Disorder Scrutiny	To continue to undertake 'Crime and Disorder' scrutiny activity once every 12 months.	Supported
(xi)	Council Corporate Scrutiny	None but a review will be reported in due course of outcomes after the construction and completion of a property project undertaken by the Council's property company.	Supported
(xii)	Public Sector Board	No proposals	-

Overview and Scrutiny Committee Forward Plan for 2017-2018

Item	Date	Report of	Report author	Details	Notes
	8 June 2017				
Election of Chairman and Vice-Chairman		-	-		
Introduction to Scrutiny				If the Panel membership remains the same/similar this item will not be required.	Gavin Handford
Provisional Revenue and Capital Outturn 2016/17		CFO	CFO	To consider the Provisional Revenue & Capital Outturn for the 2016/17 financial year to be reported to the Executive on 22 June 2017. To consider any Advance Questions submitted.	
Quarterly Performance Report (Q4 2016/17)		Gavin Handford / CFO	-	To consider the performance in the fourth quarter on the Council's Service Indicators, Internal Audit and Risk Management. To note the report regarding 5 Year Plan performance. To consider any Advance Questions submitted.	
	7 Sept 2017			FINANCE	
Portfolio Holder briefing		CFO	CFO	To receive a briefing from an Executive Member regarding their portfolio.	Finance/Budget process
Annual Internal Audit Report 2016/17		CFO	CFO	To consider the Annual Internal Audit Report for 2016/17.	If no significant issues, reporting to be agreed with Chairman

Overview and Scrutiny Committee Forward Plan for 2017-2018

Item	Date	Report of	Report author	Details	Notes
Quarterly Performance Report (Q1 2017/18)		Gavin Handford / Bill Pallett	-	To consider the performance in the first quarter on the Council's Service Indicators, Revenue Budget Monitoring, Capital Programme Monitoring and Internal Audit. To consider any Advance Questions submitted.	
Budget Scrutiny Review Panel		Gavin Handford	Natalie Lennon	To receive a report on the constitution of a Budget Scrutiny Panel for the year 2017/18.	
	12 Oct 2017			NEIGHBOURHOOD SERVICES	
Portfolio Holder briefing		-	-	To receive a briefing from an Executive Member regarding their portfolio.	Neighbourhood Services
ISA 260 Annual External Audit Report 2016/17		CFO	CFO	To receive the External Audit Report for 2016/17.	
	7 Dec 2017			COMMUNITY SUPPORT/HOUSING	
Portfolio Holder briefing		-	-	To receive a briefing from an Executive Member regarding their portfolio.	Community Support
Budget scrutiny panel report: Service and Financial Planning (Provisional Budget) 2018/19		Panel Chairman	Natalie Lennon	To consider the report of the Budget Scrutiny Panel and make any comments on the service and financial planning (provisional budget) 2018/19, for consideration by the Executive in line with the Council's budget and policy procedure rules.	Invite Finance PH
Quarterly Performance Report (Q2 2017/18)		Gavin Handford / CFO	-	To consider the performance in the second quarter on the Council's Service Indicators, Revenue Budget Monitoring, Capital Programme Monitoring, Internal Audit and Risk Management. To note the report regarding 5 Year Plan performance. To consider any Advance Questions submitted.	

Overview and Scrutiny Committee Forward Plan for 2017-2018

Item	Date	Report of	Report author	Details	Notes
Schedule of meetings 2018/19		Gavin Handford	Donna Coulon	To consider the proposed schedule of meetings and make any comments for consideration by the Executive.	
	18 Jan 2018			HEALTH	
Portfolio Holder briefing		-	-	To receive a briefing from an Executive Member regarding their portfolio.	Health
Health related partner/organisation		Tom Kealey	Tom Kealey	To receive the views of Pathway on the direction of travel of their business	
	15 Feb 2018			LEISURE AND WELLBEING	
Portfolio Holder briefing				To receive a briefing from an Executive Member regarding their portfolio.	Leisure and Wellbeing
Draft Treasury Management Strategy 2018/19		CFO	CFO	To consider the draft Treasury Management Strategy 2018/19 and agree comments to report to Executive.	Invite Finance PH (and Treasury Portfolio Panel Members)
Overview and Scrutiny Committee: Proposed Work Programme 2018/19		Management Team	Natalie Lennon	To consider the proposed Work Programme for the Committee for 2018/19 and to forward the Programme to the Executive for approval by Council.	
	15 Mar 2018			CRIME AND DISORDER	
Portfolio Holder briefing		-	-	To receive a briefing from an Executive Member regarding their portfolio.	Licensing and Enforcement
Annual Scrutiny of the work of the Community Safety Partnership		Tom Kealey	Tom Kealey	To review the East Surrey Community Safety Partnership Plan 2018/19	

Overview and Scrutiny Committee Forward Plan for 2017-2018

Item	Date	Report of	Report author	Details	Notes
Quarterly Performance Report (Q3 2017/18)		Gavin Handford / CFO	-	To consider the performance in the third quarter on the Council's Service Indicators, Revenue Budget Monitoring, Capital Programme Monitoring and Internal Audit. To consider any Advance Questions submitted.	
	19 Apr 2018			PROPERTY	
Portfolio Holder briefing		-	-	To receive a briefing from an Executive Member regarding their portfolio.	Property
Internal Audit Plan 2018/19		CFO	CFO	To endorse the draft Audit Plan for 2017/18	
Overview and Scrutiny Committee: Annual Report 2016/17		Chairman	Natalie Lennon	To consider the draft Annual Report of the Committee's work for the year for recommendation to Council.	

N.B. Individual audit reports will be received as appropriate.

N.B. LDF Panel Report - TBC

N.B. Executive Member briefings will be confirmed once portfolio holders are appointed.

Suggested topics:

- Finance – through Budget process
- Planning & Development – through LDF process