



REPORT OF:	CORPORATE POLICY & GOVERNANCE MANAGER
AUTHOR:	Ashleigh Pearson
TELEPHONE:	01737 276024
E-MAIL:	ashleigh.pearson@reigate-banstead.gov.uk
TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	5 MARCH 2015

WARD (S) AFFECTED:	ALL
SUBJECT:	THE OVERVIEW & SCRUTINY COMMITTEE'S PROPOSED WORK PROGRAMME 2015/16
RECOMMENDATIONS:	
(i) that the proposed Work Programme for 2015/16 as set out at Annex 1 attached 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 2015/16 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. Subsequently other legislation such as 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 at the appropriate place. 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

3. The Committee's work during 2014/15 continued to reflect the streamlined approach that the Council has adopted to managing its processes. This

includes using other mechanisms such as Seminars and Portfolio Holder Panels.

4. During 2014/15 one of the scheduled meetings of the Committee was cancelled due to lack of business.
5. As required by the Constitution an outline of the Committee's work programme for 2015/16 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.

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 39.
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. 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 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 2014/15

11. The Committee is anticipated to complete its entire work programme in 2014/15, with no matters to roll forward.

C. Executive Member Objectives

12. The Committee has continued to work closely with Executive Members during 2014/15 and has received presentations on a number of the Council's priorities. The Committee proposes to continue this approach in 2015/16.

D. Housing Service Performance

13. The Committee reviewed the performance of the Registered Providers, particularly Raven Housing Trust, and other related housing matters during 2014/15. This was very helpful in developing the Council's partnership work with the Trust and it is suggested that this activity should be repeated in 2015/16.

E. Audit activities

14. The Committee's Audit activities proposed for 2015/16 are to consider:
 - (a) the annual Internal Audit report for 2014/15;
 - (b) the annual External Audit report for 2014/15;
 - (c) the monitoring of performance and risk through Quarterly reports and individual audit reports;
 - (d) the Authority's effective operational arrangements through the Internal Audit Plan for 2016/17.

F. Panels for 2015/16

15. The Committee had two Panels in 2014/15, each of which had one meeting. It is proposed that these two Panels be re-established for 2015/16 as follows:

Local Development Framework Scrutiny Review Panel

16. This Panel considered the consultative report from the Executive on the Community Infrastructure Levy Preliminary Draft Charging Schedule in 2014/15. It is envisaged that the main activity for the Panel in 2015/16 would be the consideration of further Development Management Plan documents as they are developed.

Budget Scrutiny Review Panel

17. The Committee has established a Budget Scrutiny Review Panel each year on a task and finish basis. In 2014/15 its work reviewed the proposed budget for 2015/16 (including the Capital Programme and a new Medium Term Financial Strategy). A streamlined approach continued to work well and allow the Panel to conclude its work in one meeting.

18. A new Medium Term Financial Strategy for 2015/16 to 2019/20 was developed during 2014/15 and was subject to consultation with the Committee as part of the budget proposals.
19. It is therefore suggested that the Panel's work in 2015/16 be based on the consideration of the Provisional Budget proposals for 2016/17 (including any updated assumptions within the Medium Term Financial Strategy, appropriate revenue projections and a progress report on the Capital Programme projections).

G. Joint Scrutiny of Surrey wide Strategic matters

20. 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.

H. Externally Focussed Overview and Scrutiny work

21. The Committee has successfully undertaken scrutiny with partner organisations in recent years (see also paragraphs 13 and 28).
22. The Committee reviewed the priorities and activities of the Thames Water company and the impact of these on local residents in 2014/15.
23. The Committee proposes to review the work of local health services during 2015/16. This may include East Surrey Clinical Commissioning Group (CCG), Surrey Downs CCG, Epsom Hospital, East Surrey Hospital, and Surrey County Council's adult social care team.

I. Resource and Performance Management Monitoring

24. 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 2015/16:
 - Corporate Plan Projects
 - Financial, Capital and Service Performance Management Monitoring (quarterly)
 - Risk Management performance (six monthly)
 - Annual Audit Letter
 - Housing Association Performance
 - External Audit Reports e.g. ISA 260 Report
25. The Council is currently in discussions with a private sector organisation for the delivery of a number of its services as part of a strategic partnership arrangement. Should this partnership be approved, it is envisaged that performance information for those services affected will continue to be reported through the quarterly Financial, Capital and Service Performance Management Monitoring reports.

J. Call Ins

26. 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.

K. Councillor Calls for Action

27. 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.

M. Crime and Disorder Scrutiny

28. 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.
29. In 2014/15 the Committee invited the Executive Member for Licensing & Enforcement to this meeting to assist it in its consideration of the Community Safety Plan.
30. It is proposed to undertake this activity again in 2015/16.
31. Of particular interest in 2014/15 was the Joint Enforcement Team (JET) pilot that has been developed by the Council and the Surrey Police & Crime Commissioner. It is envisaged this will continue to be considered as part of the Committee's 'crime and disorder' scrutiny in 2015/16, should the programme be renewed as an ongoing initiative.

N. Scrutiny of the Public Sector Board

32. The Joint Public Sector Board did not meet during 2014/15. Discussions are ongoing regarding how the Board will operate going forwards.

Management Team comments

33. Management Team is generally supportive of the Work Programme proposed.
34. 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

35. 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

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

Equalities Implications

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

Options

38. 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 significantly increase the Work Programme in a way which would increase the support required for the Committee's activities, a further report will be needed.

Conclusions

39. The Overview and Scrutiny Committee Proposed Work Programme 2015/16 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 2015/16, and to support the programme for recommendation to the Executive and the Council.

Background Papers:

Overview and Scrutiny Committee Work Programme 2014/15

Overview and Scrutiny Committee: Draft Work Programme 2015/16

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 2014/15; • The annual External Audit report for 2014/15; • Quarterly reports and individual audit reports; • The Internal Audit Plan for 2016/17. 	Supported
(v)	Scrutiny Panels	That the following Panels be reappointed in 2015/16: <ul style="list-style-type: none"> • LDF Scrutiny Panel • Budget Scrutiny Panel 	Supported
(vi)	Joint Scrutiny	No county wide joint scrutiny is programmed.	Supported
(vii)	Externally focussed work	To receive a Housing Association Performance report and that Raven HT be invited to the Committee. To consider the performance of the following organisations: <ul style="list-style-type: none"> • Local health services (TBC: East Surrey CCG, Surrey Downs CCG, Epsom Hospital, East Surrey Hospital, SCC adult social care) 	Supported on the basis that the details are reviewed with the Executive Member.
(viii)	Revenue and Performance Management Monitoring	To consider performance by reporting on the following as appropriate: <ul style="list-style-type: none"> • Corporate Plan Projects; • Financial, Capital and Service Performance Management Monitoring (quarterly); • Risk management performance (six monthly); • Annual Audit Letter; • Housing Association Performance; • External Audit Reports e.g. ISA 260 Report; 	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 matters.	Supported