



<b>REPORT OF:</b>	HEAD OF CORPORATE POLICY, PERFORMANCE AND PARKING
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<b>TO:</b>	OVERVIEW AND SCRUTINY COMMITTEE
<b>DATE:</b>	18 FEBRUARY 2016

<b>WARD (S) AFFECTED:</b>	ALL
<b>SUBJECT:</b>	THE OVERVIEW & SCRUTINY COMMITTEE'S PROPOSED WORK PROGRAMME 2016/17
<b>RECOMMENDATIONS:</b> (i) that the proposed Work Programme for 2016/17 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.	
<b>SUMMARY</b> To consider the proposed Work Programme for the Overview and Scrutiny Committee for 2016/17 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 2015/16 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 2016/17 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 34.
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 2015/16**

11. The Committee is anticipated to complete its entire work programme in 2015/16, with no matters to roll forward.

**C. Executive Member Objectives**

12. The Committee has continued to work closely with Executive Members during 2015/16 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 2016/17.

**D. Audit activities**

13. The Committee's Audit activities proposed for 2016/17 are to consider:
- (a) the annual Internal Audit report for 2015/16;
  - (b) the annual ISA 260 External Audit report for 2015/16;
  - (c) the monitoring of individual audit reports through quarterly performance reports and;
  - (d) the Internal Audit Plan for 2017/18.
14. 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**

15. 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 2016/17:
- Revenue, Capital and Service Performance Management Monitoring (quarterly)
  - Risk Management performance (six monthly)
  - Five Year Plan performance (six monthly)
16. The Council in September 2015 invited the Local Government Association (LGA) to undertake a Corporate Peer Challenge. Building on recommendations presented to the Council by the LGA in the Peer Challenge Feedback Report, the Council has developed and approved an Action Plan for further improvement. It is intended that performance against activities and work streams identified as part of this Action Plan will be reported as part of the quarterly performance reporting mechanism during 2016/17.

**F. Panels for 2016/17**

17. It is proposed that two Panels be re-established for 2016/17 as follows:

**Budget Scrutiny Review Panel**

18. 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 2015/16 and reviewed the proposed budget for 2016/17 (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.

19. It is therefore suggested that the Panel's work in 2016/17 be based on the consideration of the Provisional Budget proposals for 2017/18 (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**

20. Whilst it had been anticipated that the Local Development Framework Scrutiny Review Panel would meet to consider emerging Development Management Plan (DMP) documents in 2015/16, a lengthening of the timetable for progression of the DMP, approved by the Executive in November, meant that no further documents were made available.
21. It is anticipated that Regulation 18 public consultation documents will be published in summer 2016, and it is envisaged that the main activity for the Panel in 2016/17 will be the consideration of these documents as part of the consultation period. 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**

22. The Committee reviewed the performance of the Registered Providers, particularly Raven Housing Trust, and other related housing matters during 2015/16. This was, as in previous years, a valuable exercise, and particularly so at a time when homelessness presents one of the Council's most significant ongoing challenges. It is suggested that this activity should be repeated in 2016/17.

#### **H. Externally Focussed Overview and Scrutiny work**

23. The Committee has successfully undertaken scrutiny with and of partner organisations in recent years (see also paragraphs 13 and 28).
24. The Committee reviewed the priorities and activities of local health services in 2015/16. This included Epsom & St Helier University Hospitals NHS Trust, Surrey and Sussex Healthcare NHS Trust, Surrey County Council Adult Social Care, and Surrey Downs Clinical Commissioning Group (CCG). The Committee found this to be a beneficial piece of work and one which contributed towards facilitating and encouraging strong communication between public sector bodies working to the common goal of best serving local residents.
25. The Committee proposes during 2016/17 to review the work of other bodies that provide services which support the Council's Five Year Plan 2015-20 priorities. This may include GLL (the operator of the Council's Leisure Centres), Staywell (the operator of the Council's Community Centres) and the Reigate & Banstead Voluntary Service.

**I. Crime and Disorder Scrutiny**

26. 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.
27. In 2015/16 the Committee invited the Executive Member for Licensing & Enforcement to this meeting to assist it in its consideration of the Community Safety Plan.
28. It is proposed to undertake this activity again in 2016/17.
29. Of particular interest again in 2015/16 was the Joint Enforcement Team (JET) initiative that has been developed by the Council and the Surrey Police & Crime Commissioner. In 2015/16 this programme was renewed as a mainstream, ongoing activity. It is envisaged that this will continue to be considered as part of the Committee's 'crime and disorder' scrutiny in 2016/17.

**J. Joint Scrutiny of Surrey wide Strategic matters**

30. 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. Scrutiny of the Public Sector Board**

31. The Joint Public Sector Board has met once during 2015/16. Surrey County Council and Reigate & Banstead Borough Council remain committed to working together. As the regeneration programme which has previously been the focus of the Board's work has now largely been delivered, the nature of joint working between the two councils had become more service based and ongoing. As such, the Public Sector Board has fewer requirements to meet formally. The approach taken to date has ensured there are strong relationships between the two councils, enabling regular discussions between both Members and Officers regarding a broad range of issues including devolution, property, highways and infrastructure.
32. It is therefore not proposed to undertake any formal scrutiny of the work of the Public Sector Board in 2016/17.

**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.

### ***Management Team comments***

35. Management Team is generally supportive of the Work Programme proposed.
36. 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**

37. 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**

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

## **Equalities Implications**

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

## **Options**

40. 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**

41. The Overview and Scrutiny Committee Proposed Work Programme 2016/17 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 2016/17, and to support the programme for recommendation to the Executive and the Council.

**Overview and Scrutiny Committee: Draft Work Programme 2016/17**

<b>No</b>	<b>Subject</b>	<b>Proposals</b>	<b>Management Team comments</b>
<b>(i)</b>	<b>Policy Framework consultations</b>	To consider Policy Framework consultation documents.	Supported
<b>(ii)</b>	<b>Work Rolled Forward</b>	No proposals.	-
<b>(iii)</b>	<b>Executive Member Objectives</b>	To receive presentations from Executive Members.	Supported
<b>(iv)</b>	<b>Audit Activities</b>	To consider the following audit activities: <ul style="list-style-type: none"> <li>• The annual Internal Audit report for 2015/16;</li> <li>• The annual External Audit report for 2015/16;</li> <li>• Quarterly reports relating to individual audit reports;</li> <li>• The Internal Audit Plan for 2017/18.</li> </ul>	Supported
<b>(v)</b>	<b>Performance Management Monitoring</b>	To consider performance by reporting on the following as appropriate: <ul style="list-style-type: none"> <li>• Revenue, Capital and Service Performance Management Monitoring (quarterly);</li> <li>• Risk management performance (six monthly).</li> <li>• Five Year Plan performance (six monthly)</li> <li>• LGA Corporate Peer Challenge Action Plan performance (quarterly).</li> </ul>	Supported
<b>(vi)</b>	<b>Scrutiny Panels</b>	That the following Panels be reappointed in 2016/17: <ul style="list-style-type: none"> <li>• LDF Scrutiny Panel</li> <li>• Budget Scrutiny Panel</li> </ul>	Supported
<b>(vii)</b>	<b>Joint Scrutiny</b>	No county wide joint scrutiny is programmed.	Supported
<b>(viii)</b>	<b>Externally focussed work</b>	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"> <li>• GLL (Leisure Centre operators)</li> <li>• Staywell (Community Centre operators)</li> <li>• Reigate &amp; Banstead Voluntary Service</li> </ul>	Supported on the basis that the details are reviewed with the Executive Member.

No	Subject	Proposals	Management Team comments
(ix)	<b>Call Ins; Councillor Calls for Action</b>	To consider Call-Ins and Councillor Calls for Action.	Supported
(x)	<b>Crime and Disorder Scrutiny</b>	To continue to undertake 'Crime and Disorder' scrutiny activity once every 12 months.	Supported