



REPORT OF:	HEAD OF CORPORATE POLICY AND PERFORMANCE
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TO:	OVERVIEW AND SCRUTINY COMMITTEE
DATE:	15 FEBRUARY 2018

WARD (S) AFFECTED:	ALL
SUBJECT:	THE OVERVIEW & SCRUTINY COMMITTEE'S PROPOSED WORK PROGRAMME 2018/19
RECOMMENDATIONS: (i) that the proposed Work Programme for 2018/19 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 2018/19 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 2017/18 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 2018/19 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 40.
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. 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 2017/18

11. The Committee is anticipated to complete its work programme in 2017/18, with no matters to roll forward.
12. The update on the work of the Pathway for Care company scheduled for January 2018 was instead considered in December 2017, following an Executive decision regarding an expansion of the loan facility available to the company.

C. Executive Member Objectives

13. The Committee has continued to work closely with Executive Members during 2017/18 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 2018/19.

D. Audit activities

14. The Committee's Audit activities proposed for 2018/19 are to consider:
 - (a) the annual Internal Audit report for 2017/18;
 - (b) the annual ISA 260 External Audit report for 2017/18;
 - (c) the monitoring of individual audit reports through quarterly performance reports; and
 - (d) the Internal Audit Plan for 2019/20.
15. 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.
16. Forthcoming changes to guidance and regulation around the ISA 260 External Audit mean that this process will need to conclude earlier in the year than was previously the case. Officers are therefore reviewing the changes and working in consultation with the external auditors to identify an appropriate reporting timetable for this audit. This timetable will be agreed in consultation with the chairman at the conclusion of this process.

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)

F. Panels for 2018/19

18. It is proposed that two Panels be re-established for 2018/19 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 2017/18 and reviewed the proposed budget for 2018/19 (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 2018/19 be based on the consideration of the Provisional Budget proposals for 2019/20 (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 LDF Scrutiny Panel met during 2017/18 to inform and develop the DMP for approval. Council approved the plan for submission to the planning inspectorate, following the regulation 19 consultation.
22. It is therefore unlikely that there will be detailed work for an LDF Scrutiny Panel in 2018/19, and as a result it has not been included in the proposed work programme.

G. Housing Association Performance

23. In 2017/18 the scrutiny arrangements around housing association performance were updated to reflect the Council's new Strategic Partnership Agreement with Raven Housing Trust and new legislative requirements. An update on the performance of the new partnership was therefore provided to the Committee as part of a portfolio holder briefing by the Portfolio Holder with responsibility for Housing. It is proposed that this arrangement continue for 2018/19.

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 12, 22 and 27).
25. In December 2017 the Committee reviewed the work of services working to support dementia sufferers within the borough and the Council's activities to support these services. It was noted by the Committee that the Council was undertaking a review of its five year corporate plan, and that feedback from Members regarding such matters would be welcomed as part of this review.
26. In February 2017 the Committee also reviewed the priorities of activities of community facility providers GLL and Staywell in 2017/18. The Committee

continues to consider this a beneficial piece and work, which contributes towards facilitating and encouraging strong communication between external partners working to the common goal of best serving local residents.

27. The Committee proposes during 2018/19 to consider a range of external challenges and partners as part of its input to the review of the 5 year corporate plan. Consultation is expected to take place between July and September.

I. 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 2018/19 the Committee invited the Executive Member for Community Safety, along with representatives of the Police and Community Safety Partnership to this meeting to assist it in its consideration of the topic. Consideration of the Community Safety Plan and the Joint Enforcement Team was therefore undertaken by the Committee, supported by the Executive Member for Community Safety.
30. It is proposed to undertake this activity again in 2018/19.

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. 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.
33. During 2017/18, the property company, health and wellbeing company and joint venture vehicle established by the Council in 2016 continued to operate. As the work of these bodies developed, more information on the considerations necessary for appropriate scrutiny activity became available. Corporate Scrutiny arrangements are therefore being considered as part of a general governance review being conducted by the Monitoring Officer. It is anticipated that the updated scrutiny arrangements, as identified by this review, will be considered and implemented in 2018/19, and will then feed into the work of the Committee where this requirement is identified.
34. It is proposed that updates on Council owned companies be considered by the committee on a six monthly basis. In line with this, it is proposed that these updates be considered by the Committee in October 2018 and March 2019.

35. It was agreed that the Committee would continue to receive a paper on post completion outcomes achieved from the projects undertaken through the Council's property company.

L. Call-Ins

36. 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.
37. In November 2017 the Committee considered a Call-In regarding the decisions of the Executive on 9 November supporting an increase in the loan facility made available to the Pathway for Care company. The Committee resolved to note the information and evidence considered, and inform the Executive accordingly, but did not request that the decision be reconsidered.

M. Councillor Calls for Action

38. 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

39. The Council previously established a Public Sector Board with Surrey County Council to consider joint priorities, and in particular, joint regeneration projects. However, as these projects have been delivered the PSB has not met for the last 2 years. Our approach will be reviewed as part of the governance review and following discussions with Surrey County Council.
40. At this stage, therefore, there is no specific scrutiny requirement regarding the Public Sector Board in 2018/19.

Management Team comments

41. Management Team is supportive of the Work Programme proposed.
42. 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

43. 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

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

Equalities Implications

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

Options

46. 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

47. The Overview and Scrutiny Committee Proposed Work Programme 2018/19 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 2018/19, and to support the programme for recommendation to the Executive and the Council.

Overview and Scrutiny Committee: Draft Work Programme 2018/19

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 2017/18; • The annual External Audit report for 2017/18; • Quarterly reports relating to individual audit reports; • The Internal Audit Plan for 2019/20. 	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) 	Supported
(vi)	Scrutiny Panels	That the following Panels be reappointed in 2018/19: <ul style="list-style-type: none"> • Budget Scrutiny Panel 	Supported
(vii)	Joint Scrutiny	No countywide joint scrutiny is programmed.	Supported
(viii)	Externally focussed work	To consider a range of external challenges and partners to provide input to the review of the 5 year corporate plan. Consultation on the plan is expected to take place between July and September 2018.	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	<p>To consider updates on the performance of Council companies on a 6 monthly basis.</p> <p>To undertake any additional scrutiny requirements as identified in the ongoing governance review process.</p>	Supported
(xii)	Public Sector Board	No proposals at this time	-