



Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

SIGNED OFF BY	Head of Legal and Governance
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TO	Overview and Scrutiny Committee
DATE	Thursday, 20 February 2020
EXECUTIVE MEMBER	Chairman of the Overview and Scrutiny Committee

KEY DECISION REQUIRED	N
WARDS AFFECTED	(All Wards);

SUBJECT	Overview and Scrutiny Committee: Proposed Work Programme 2020/21
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RECOMMENDATIONS
(i) That the proposed Work Programme for 2020/21 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.
REASONS FOR RECOMMENDATIONS
To consider the proposed Work Programme for the Overview and Scrutiny Committee for 2020/21 and to forward the programme and any comments to the Executive.
EXECUTIVE SUMMARY
<p>The Overview and Scrutiny Committee Proposed Work Programme 2020/21 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 2020/21, and to support the programme for recommendation to the Executive and the Council.</p> <p>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.</p>

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.

BACKGROUND

2. The Committee's work during 2018/19 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.
3. As required by the Constitution, an outline of the Committee's work programme for 2020/21 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.
4. 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 9 to 30.
5. 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"*.
6. The prioritisation of the Work Programme may be adjusted by the Chairman during the year to manage the business effectively.
7. 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.
8. Attached at Annex 1 is a summary of the Committee's proposed Work Programme and further details are set out below.

KEY INFORMATION

9. **Policy Framework consultations** – It is proposed that the Work Programme includes Policy Framework consultation documents as required by Policy Framework procedures within the Council's Constitution. There are no new Policy Framework consultations documents currently in progress.
10. A plan is prepared administratively which continues to identify all of the strategies/Plans that will be reviewed by the Executive. In 2020/21, emerging strategies could include the Council's well-being strategy and the Council's response to Gatwick Airport's proposals for the increased use of its existing emergency runway. Work will also be underway to implement other important strategies, such as the housing strategy and environmental strategy. 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.
11. In 2020/21, emerging strategies could include the Council's environmental strategy and the Council's response to Gatwick Airport's consultation on the increased use of its existing emergency runway. 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.
12. **Work Programme Rolled Forward from 2019/20** – The Committee is anticipated to complete its work programme in 2019/20, with no matters to roll forward.
13. **Portfolio Holder Objectives** – The Committee has continued to work closely with Executive Members during 2019/20 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 2020/21. It proposes to consider the future services planned for the three Community Centres in Banstead, Woodhatch and Horley after they are brought back in-house on 1 April 2020.
14. **Leader Updates** – To further support effective cooperation of the Committee and the Executive, the Committee is now also receiving biannual updates from the Leader of the Council on the Council's overarching activities and strategic objectives. The Committee proposes to continue this approach in 2020/21.
15. **Audit Committee activities** – The Committee's Audit Committee activities proposed for 2020/21 are to consider: (a) the annual Internal Audit report for 2019/20; (b) the Internal Audit Plan for 2020/21 and Charter (c) the monitoring of Quarterly Progress Reports during 2020/21 (d) the External Auditor's Plan for auditing the 2019/20 statement of accounts (e) the External Auditor's ISA 260 report following conclusion of the 2019/20 statement of accounts audit (f) the Treasury Management Strategy 2020-21.
16. **Performance Management Monitoring Activities** – In addition to the audit activities listed above, the Committee has a role to monitor the performance of the Council. Programme and project dashboards are made available each month on

the Modern.Gov intranet library. The monitoring activities (including planned investments) have been fulfilled by reporting on the following matters, which the Committee consider appropriate to continue for 2020/21:

- Quarterly Revenue and Capital budget monitoring forecasts
- Quarterly Service Performance Management Monitoring
- Risk Management performance (six monthly)
- Five Year Plan performance (annual basis).

17. **Panels for 2020/21** – It is proposed that Budget Scrutiny Panel be re-established for 2020/21.
18. **Budget Scrutiny Review Panel** – 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 2019/20 and reviewed the proposed budget for 2020/21 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 2020/21 be based on the consideration of the Provisional Budget proposals for 2021/22 (including any updated assumptions within the Medium Term Financial Plan, appropriate revenue projections and a progress report on the Capital Programme projections).
20. To support additional consideration of strategic budget matters, it is also proposed that consideration of the Council's budget objectives and priorities in the Medium Term Financial Plan proposals be undertaken by the Committee at its July meeting.
21. **Local Plan Scrutiny Review Panel** – The Local Plan Panel met in 2019/20, to consider the public consultation responses to the draft Supplementary Planning Documents on Affordable Housing, Barn and Farm Conversions, Historic Parks and Gardens and Reigate Shopfront. As the Council is not currently preparing an update to the Core Strategy or new Local Plan there will be no need for a Local Plan Scrutiny Review Panel. One will be re-established should this position change.
22. **Externally Focused Overview and Scrutiny work** – The Committee has successfully undertaken scrutiny with and of partner organisations in recent years. The Committee proposes during 2020/21 to consider a range of external challenges with partner organisations. It may consider the public consultation on the future services of Epsom and St Helier Hospitals NHS Trust.
23. **Crime and Disorder Scrutiny** – 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.
24. In 2019/20 the Committee invited the Portfolio Holder for Community Partnerships, 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 was therefore undertaken by the Committee, supported by the Portfolio

Holder for Community Partnerships. It is proposed that the Committee continue to undertake this activity in 2021/22, with regard to those matters considered to be of most significance to the Council in the coming year.

25. **Joint Scrutiny of Surrey-wide Strategic matters** – 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.
26. **Council Corporate Scrutiny** – 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.
27. In 2019/20, updates on Council-owned companies were considered by the Committee on a six-monthly basis. An update was considered by the Committee in October 2019 and another is due to be considered in March 2020. It is proposed that the Committee continue to receive a paper on post-completion outcomes achieved from the projects undertaken through the Council's property company.
28. **Call-Ins** – 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. There were no Call-Ins of Executive decisions in 2019/20.
29. **Councillor Calls for Action** – 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.
30. **Scrutiny of the Public Sector Board** – The Council previously established a Public Sector Board with Surrey County Council to consider joint priorities, and, joint regeneration projects. However, as these projects have been delivered the PSB has not met for the last three years. At the time of writing, Surrey County Council is reviewing its engagement with Borough and District Councils, which may lead to additional activity in this area. At this stage, therefore, there is no specific scrutiny requirement regarding the Public Sector Board in 2020/21, but will be an option for the activities of the Committee to be adjusted, as outlined in paragraph 5, to reflect any changes

OPTIONS

31. 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.

32. The Committee has the option not to approve the proposed work programme as set out in the report. This is not recommended as the Committee would not have a scrutiny work programme in place for 2020/21 to enable them to carry out effectively their scrutiny of the Executive.

MANAGEMENT TEAM COMMENTS

33. Management Team is 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.

LEGAL IMPLICATIONS

35. There are no immediate legal implications arising from this report. However, if the proposed Work Programme is not adopted then this will mean that the work of the Council will not have the overview and scrutiny that is a strategic function of the authority and central to the organisation's corporate governance. The Work Programme provides councillors not in decision-making roles a work plan to set out what and how it wants to hold the Executive publicly to account over the coming year.

FINANCIAL IMPLICATIONS

36. There are no direct financial implications arising from the recommendations set out in this report. Should any of the work undertaken by Overview and Scrutiny generate recommendations with financial implications then these will be highlighted at that time.

EQUALITIES IMPLICATIONS

37. The Council has a Public Sector Equality Duty under the Equality Act (2010) to have due regard to the need to:
- Eliminate discrimination, harassment and victimisation and any other conduct prohibited under the Act;
 - Advance equality of opportunity between people who share those protected characteristics and people who do not;
 - Foster good relations between people who share those characteristics and people who do not.
38. The three parts of the duty applies to the following protected characteristics: age; disability; gender reassignment; pregnancy/maternity; race; religion/faith; sex and sexual orientation. In addition, marriage and civil partnership status applies to the first part of the duty.

39. The Committee should ensure that it has regard for these duties by considering them through the course of its work. This should include considering:
- How policy issues impact on different groups within the community, particularly those that share the nine protected characteristics;
 - Whether the impact on particular groups is fair and proportionate;
 - Whether there is equality of access to service and fair representation of all groups within the Borough;
 - Whether any positive opportunities to advance equality of opportunity and/or good relations between people, are being realised.

RESOURCE IMPLICATIONS

40. 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.

CONSULTATION

41. 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 the Chair/Vice-Chair of Overview and Scrutiny this report refers to those discussions where appropriate.

POLICY FRAMEWORK

42. It is proposed that the Work Programme includes Policy Framework consultation documents as required by Policy Framework procedures within the Council's Constitution. There are no new Policy Framework consultations documents currently in progress.
43. A plan is prepared administratively which continues to identify all of the strategies/Plans that will be reviewed by the Executive. In 2020/21, emerging strategies could include the Council's environmental strategy and the Council's response to Gatwick Airport's consultation on the increased use of its existing emergency runway. 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.

Annex 1 - Overview and Scrutiny Committee: Draft Work Programme 2020/21

No.	Subject	Proposals	Management Team comments
(i)	Policy Framework Consultations	To consider Policy Framework consultation documents.	Supported
(ii)	Work Rolled Forward	No proposals.	-
(iii)	Portfolio Holder Objectives	To receive presentations from Portfolio Holders. To receive biannual updates from the Leader of the Council.	Supported
(iv)	Audit Committee Activities	To consider: (a) the annual Internal Audit report for 2019/20 (b) the Internal Audit Plan for 2020/21 and Charter (c) the monitoring of Quarterly Progress reports during 2020/21 (d) the External Auditor's Plan for auditing the 2019/20 statement of accounts (e) the External Auditor's ISA 260 report following conclusion of the 2019/20 statement of accounts audit. (f) the Treasury Management Strategy 2020-21 and mid-year review.	Supported

No.	Subject	Proposals	Management Team comments
(v)	Performance Management Monitoring Activities	To consider: <ul style="list-style-type: none"> • Quarterly Revenue and Capital budget monitoring forecasts • Quarterly Service Performance Management Monitoring • Risk Management performance (six monthly) • Five Year Plan performance (annual basis). 	Supported
(vi)	Scrutiny Panels	That the following Panels be re-established in 2020/21: <ul style="list-style-type: none"> • Budget Scrutiny Panel 	Supported
(vii)	Joint Scrutiny	No countywide joint scrutiny is programmed.	Supported
(viii)	Externally focused work	To consider a range of external challenges with partner organisations.	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	To consider updates on the performance of Council companies on a six-monthly basis.	Supported
(xii)	Public Sector Board	No proposals at this time.	-