

Agenda Item 10

Strategic Management Team Lead Officer	Angela Griffiths, Corporate Head of Service (Democratic and Legal Services)
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Date	24 th February 2015

Subject	Scrutiny Work Programme 2014/2015
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RECOMMENDATIONS

- 1.1 That the Committee considers its Work Programme and the Executive's Forward Plan and determines if it wishes to amend the Work Programme.

SUMMARY

- 2.1 The purpose of this report is to inform the Scrutiny Committee on the reports due to be received by itself and the Executive in the near future.

BACKGROUND

- 3.1 Attached are copies of the Scrutiny Committee Work Programme (Appendix A) and the Executive's Forward Plan (Appendix B) which sets out Key Decisions to be taken over the next four months.
- 3.2 The Plan is submitted to the Scrutiny Committee to enable the Committee to be aware of forthcoming issues to be considered.
- 3.3 The Committee is asked if it wishes to amend the Work Programme.

Scrutiny of Executive Reports

- 4.1 Where there has been a meeting of the Executive which has considered views expressed by the Scrutiny Committee on Executive reports, the response of the Executive will be reported back to the Scrutiny Committee.
- 4.2 The Scrutiny Committee met on 27th January 2015 and considered a number of different Executive reports. The response from the Executive to the comments made by the Committee is set out below.

2015/2016 Budget and Council Tax Resolution

With regard to parking charges, the Committee had questioned whether there had been any communication with local businesses to find out their views, and the Executive Member was asked to clarify the current status of any ongoing dialogue with local businesses. The Executive Member for Assets advised that the freeze in parking charges would support local businesses, and confirmed that the Strategic Parking Manager had had extensive discussions with local businesses and residents on parking charges and that this dialogue would continue.

The Committee had sought clarification from the Executive Member for Assets regarding hire charges at Dorking Halls for community groups. He confirmed that mid-week reductions in hire fees would no longer be available, and that prices had been benchmarked with other authorities. However, most community groups did not hire the facilities during this period, although community groups would be able to negotiate on the mid-week fees. He advised that community groups would be

supported and it was not anticipated that any bookings would be lost as a result of the revised charging structure.

The Standing Budget Panel had been pleased to note the ongoing reduction in the subsidy for Dorking Halls, but had felt that a long term business plan was required if any further significant reduction were to be made to the subsidy. With regard to Dorking Halls, the Executive Member for Assets reported that a five year business plan was currently being developed.

Committee had expressed concern regarding the significant increases in cemetery fees and costs for services particularly used by elderly residents, such as Dial-a-Ride, whose costs should be decreasing as a result of the reduction in fuel costs. In response to the concerns of the Scrutiny Committee with regard to Dial-a-Ride charges, the Executive Member for Wellbeing advised that a cost benefit analysis would be undertaken and reflected in the business plan.

MVDC Grant Aid Applications

The Chairman of the Scrutiny Committee reported that the Committee had no specific concerns in respect of the recommended grants, but had questioned how widely known was the availability of grants, and what was the mechanism to inform groups of the application process. The Executive Member for Community and Resident Services advised that all interested organisations who met the basic criteria for the award of grant funding were given an opportunity to submit an application. The grants programme was widely publicised and organisations were welcome to contact officers to discuss the criteria and any potential applications. Executive Members also commented that Members of the Council had a role to play in promoting the availability of grants to organisations within their Ward.

Secondly, the Chairman of the Scrutiny Committee expressed the Committee's major concern regarding the ability of Dorking and Leatherhead Citizens Advice Bureau (CAB) to cope with the demand on its services given the current level of funding provided by the Council. The Executive Member for Community and Resident Services reported that a three year inflation proofed award had been made to the CAB to provide longer term stability. This three year programme of funding had been welcomed by the CAB. She advised that regular meetings were held with the CAB which enabled the Council to be made aware of any issues relating to funding and also to monitor any significant changes over time.

Transform Leatherhead Town Centre Project – Appointment of Masterplanning Advisors

Executive Members echoed the views of the Scrutiny Committee in welcoming the involvement of local Members and groups in the procurement process.

CORPORATE IMPLICATIONS

Monitoring Officer commentary - The Monitoring Officer confirms that all relevant legal implications have been taken into account

S151 Officer commentary - The S151 Officer confirms that the relevant financial implications have been considered in this report

Legal Implications - None arising from this report.

Financial and Risk Implications - None arising from this report.

Equalities Implications - None arising from this report.

Employment Issues - None arising from this report.

Sustainability Issues - None arising from this report.

Consultation – Providing details of the Forward Plan to the Scrutiny and Audit Committee enables the Committee to be aware of forthcoming issues.

BACKGROUND PAPERS

None.

Scrutiny Committee Work Programme

The Committee's approved the work programme on 4th September 2014.

The work programme is divided into the following four strands:-

- External Scrutiny
- Services Updates
- Scrutiny Panels
- Scrutiny of Executive Reports.

Set out below is information detailing what is either being currently undertaken or planned in each of these areas.

External Scrutiny

The Committee currently has the following outside organisations scheduled for the forthcoming year – further organisations will be reported as agreement is reached on dates.

Organisation	Meeting Date
The Landscape Group	24 th February 2015
Central Surrey Health	24 th March 2015

Service Updates

The following Service updates have been scheduled for forthcoming Committee meetings:

Service	Meeting Date
Environmental Health	24 th February 2015
Dorking Halls	24 th March 2015

Scrutiny Panels

The Scrutiny Committee currently has four Panels in existence, namely the Affordable Housing Panel, Car Parking Panel, Planning Enforcement Panel and the Standing Budget Panel. The next meeting dates for these Panels are:

- Affordable Housing Panel – 9th March 2015
- Car Parking Panel – TBC
- Planning Enforcement Panel – 11th March 2015

The Standing Budget Panel has completed its work for 2014/2015.

Scrutiny Committee - Forward Plan

Meeting Date	Item	Author	Scrutiny Type
24 February 2015	Environmental Health - Service Update The Landscape Group Reports Scheduled:	Richard Haddad 1	Service Update External
24 March 2015	Dorking Halls Dorking & Leatherhead CSH Report from the Car Parking Panel Reports Scheduled:	Keith Garrow - - 3	External Panel



MOLE VALLEY DISTRICT COUNCIL: FORWARD PLAN OF KEY AND OTHER DECISIONS TO BE TAKEN BY THE EXECUTIVE

Period Covered: March – June 2015

This Forward Plan sets out the decisions which the Executive expects to take during the next four month period.

The agenda for each Executive meeting will be published at least five working days before the meeting and will be available for public inspection at the Council offices and on the Council's website (www.molevalley.gov.uk)

Whilst the majority of the Executive's business at the meetings listed in this plan will be open to the public and press, there will be occasions when the business to be considered contains confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of any of the Executive meetings listed below may be held in private because the agenda and reports for that meeting will contain Exempt Information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended), and that the public interest in withholding the information outweighs the public interest in disclosing it. Where this applies the letter (E) will appear after the name of the topic.

Explanatory Notes:

- (i) A key decision is a decision made or to be made in connection with the discharge of a function which is the responsibility of the Council's Executive under the terms of the Council's constitution, which is likely to:
 - (a) Result in expenditure or savings of at least £100,000; or
 - (b) have a significant impact on two or more Wards within the District

- (ii) If you wish to make representations on any of the items detailed in this Forward Plan, these should be made in writing to the relevant Director, Corporate Head or Executive Member at the Council Offices, Pippbrook, Dorking, Surrey RH4 1SJ.
- (iii) Where it is indicated that a decision on an item may be taken in private (as denoted by (E)) and you wish to make representations in respect of the reasons why this decision will be taken in private, please contact Arabella Davies - Democratic Services Manager – tel: 01306 879137 or e-mail: arabella.davies@molevalley.gov.uk
- (iv) Exempt Information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) specifies exempt information as follows
 1. Information relating to any Individual
 2. Information which is likely to reveal the identity of an individual
 3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
 4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
 5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
 6. Information which reveals that the Authority proposes:-
 - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an Order or Direction under any enactment
 7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- (v) Meetings of the Council's Executive normally take place at the Pippbrook, Dorking, Surrey RH4 1SJ commencing at 7.00 pm. Meetings are open to the Public. Alternative locations may on occasions be used, in which case appropriate notice will be given.

Leader of the Council: Councillor Chris Townsend	
Executive Member	Portfolio
Councillor James Friend	Wellbeing & Deputy Leader
Councillor Simon Ling	Finance & Corporate Services
Councillor Vivienne Michael	Community Engagement & Resident Services
Councillor Paul Newman	Environment
Councillor John Northcott	Planning
Councillor Charles Yarwood	Assets

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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March						
Draft Corporate Strategy	Jane Nottage	Angela Griffiths	Simon Ling	Executive Council	3 rd March 10 th March	Scrutiny Committee 24 th February
Budget and Performance Monitoring Report (end of January 2015)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	3 rd March	-
Former Magistrates Court, Dorking (E)	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	3 rd March (TBC)	Scrutiny Committee 24 th February (TBC)
Mole Valley District Council – Statement of Community Involvement [KD]	Jack Straw	James Lalor	John Northcott	Executive	3 rd March	Scrutiny Committee 24 th February
Open Spaces Strategy	Paul Anderson	Graeme Kane	James Friend	Executive	3 rd March	Scrutiny Committee 24 th February
The Surrey Waste Partnership's Joint Municipal Waste Management Strategy	Josh Lambe	Graeme Kane	Paul Newman	Executive	3 rd March	Scrutiny Committee 24 th February
Joint Waste Contract Specification	Jackie Lees-Howes	Graeme Kane	Paul Newman	Executive	3 rd March	Scrutiny Committee 24 th February
Asset Management Plan	Thibault Keuleyan	Richard Burrows	Charles Yarwood	Executive	3 ^{1st} March (TBC)	Scrutiny Committee 24 th March (TBC)

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
Grove Corner, Lower Shott, Bookham	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	31 st March	Scrutiny Committee 24 th March
Risk Management Policy	Jane Nottage	Angela Griffiths	Simon Ling	Executive	31 st March	Audit Committee 12 th March
April						
No Executive meeting						
May						
No Executive meeting						
June						
Dorking Football Ground – options for operating new facility	John Menlove	Richard Burrows	Charles Yarwood	Executive	16 th June	Scrutiny Committee 2 nd June
Community Infrastructure Levy – approval of Preliminary Draft Charging Schedule for consultation purposes	Guy Davies	James Lalor	John Northcott	Executive	16 th June (TBC)	Scrutiny Committee 2 nd June (TBC)