

## Agenda Item 12

<b>Strategic Management Team Lead Officer</b>	Angela Griffiths, Corporate Head of Service for Democratic and Legal Services
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<b>Date</b>	1 <sup>st</sup> April 2014

<b>Subject</b>	Scrutiny Work Programme 2013/2014
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### RECOMMENDATIONS

- 1.1 That the Committee considers its Work Programme and the Executive's Forward Plan and determine 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 Forward Plan and the Scrutiny Committee Work Programme.
- 3.2 The Council is required to publish the Forward Plan monthly, setting out Key Decisions to be taken over the next four months.
- 3.3 The Plan is submitted to the Scrutiny Committee to enable the Committee to be aware of forthcoming issues to be considered.
- 3.4 The Committee is asked to consider if it wished to make any changes to its Work Programme

### CORPORATE IMPLICATIONS

**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 work programme was approved by Council at its meeting on 23<sup>rd</sup> July 2013.

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.

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## External Scrutiny

Throughout the year to date, the Committee has received presentations from the following external organisations:-

- Surrey Downs Clinical Commissioning Group
- Central Surrey Health
- Mole Valley Housing Association
- East Surrey Domestic Abuse Service
- East Surrey Rural Transport Partnership
- Voluntary Action Mid Surrey
- Dorking and Leatherhead CAB
- Surrey Wildlife Trust
- Environment Agency

## Service Updates

The following Service updates have been received by the Committee in the past year

Service	Meeting Date
Democratic Services	17 <sup>th</sup> September 2013
Parks & Car Parking	22 <sup>nd</sup> October 2013
IT	19 <sup>th</sup> November 2013
Property	10 <sup>th</sup> December 2013
Community Support	4 <sup>th</sup> March 2014
Dorking Halls	1 <sup>st</sup> April 2014

## Scrutiny Panels

The Scrutiny Committee currently has three Panels' in existence, namely the Car Parking Panel, Devolution Panel and the Waste Management Panel.

Both the Car Parking Panel and the Waste Management Panel are presenting their final reports to this meeting of the Scrutiny Committee

The Devolution Panel has been given the opportunity to submit comments on the Grounds Maintenance, Arboricultural Services and Highways Verge Maintenance Contract item scheduled elsewhere on this agenda

## Scrutiny of Executive Reports

A copy of the Executive Forward Plan is attached to this report to highlight to the members of the Committee reports scheduled for forthcoming meetings of the Executive.



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

**Period Covered: April - September 2014**

This Forward Plan set 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](http://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](mailto: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 p.m. 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

<b>Executive Member</b>	<b>Portfolio</b>
Councillor James Friend	Environment & Deputy Leader
Councillor Simon Ling	Finance
Councillor Vivienne Michael	Customer Services & Well Being
Councillor John Northcott	Planning
Councillor Charles Yarwood	Assets & Corporate Services Portfolio



Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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April						
Coast to Capital Local Enterprise Partnership – appointment to Joint Committee		Yvonne Rees	Chris Townsend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Appointment to the East Surrey Community Safety Partnership and Community Safety Board	Patrick McCord	Andy Bircher	Chris Townsend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
New taxi tariff for 2014/15	John Pleasance	Steve Ruddy	James Friend	Executive	8 <sup>th</sup> April	Hackney Carriage Consultative Group 25 <sup>th</sup> February Scrutiny Committee 1 <sup>st</sup> April
Street Naming and Numbering – introduction of charges for naming and numbering new properties	James Tompkins	Richard Burrows	Charles Yarwood	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Emergency Accommodation: 33 and 34 Edenside Bookham Surrey	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April
Grounds Maintenance and Arboricultural Contracts [KD] (E)	Paul Anderson	Steve Ruddy	James Friend	Executive	8 <sup>th</sup> April	Scrutiny Committee 1 <sup>st</sup> April

<b>Subject</b>	<b>Report Author</b>	<b>Director/ Corporate Head</b>	<b>Executive Member</b>	<b>Decision taker</b>	<b>Decision due date</b>	<b>Consultees</b>
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Dorking Football Club [KD] (E)	Richard Burrows	Nick Gray	Charles Yarwood	Executive	TBC	Scrutiny Committee TBC
Update on Gatwick Airport Consultation	Andy Bircher/Jack Straw	Andy Bircher	John Northcott	Executive	TBC	Scrutiny Committee TBC
<b>July</b>						
Public Sector Board	Graeme Kane	Yvonne Rees	Chris Townsend	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Mole Valley District Council – Statement of Community Involvement	Jack Straw	Andy Bircher	John Northcott	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Hope Springs Eternal	Alex Bagnall	Steve Ruddy	James Friend	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Curtis Road site options	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
The Foundry, Dorking – Site Options	Paul Brooks	Richards Burrows	Charles Yarwood	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Technical revisions to the Council Constitution	Angela Griffiths	Angela Griffiths	Charles Yarwood	Council	1 <sup>st</sup> July	-
Financial Outturn Report 2013/14	Phil Mitchell	Nick Gray	Simon Ling	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Performance Outturn Report 2013/14	Jane Nottage	Angela Griffiths	Charles Yarwood	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June
Mole Valley Local Cycling	Graeme Kane	Yvonne Rees	Chris Townsend	Executive	1 <sup>st</sup> July	Mole Valley Local Committee Scrutiny Committee 11 <sup>th</sup> June
Surrey Hills Management Plan	Rod Shaw	Andy Bircher	John Northcott	Executive	1 <sup>st</sup> July	Scrutiny Committee 24 <sup>th</sup> June



<b>Subject</b>	<b>Report Author</b>	<b>Director/ Corporate Head</b>	<b>Executive Member</b>	<b>Decision taker</b>	<b>Decision due date</b>	<b>Consultees</b>
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Pippbrook [KD]		Richard Burrows	Charles Yarwood	Executive	5 <sup>th</sup> August	Council – 22 <sup>nd</sup> July
Budget Monitoring Report (end of May 2014)	Phil Mitchell	Nick Gray	Simon Ling	Executive	5 <sup>th</sup> August	-
Performance Monitoring Report (end of May 2014)	Jane Nottage	Angela Griffiths	Charles Yarwood	Executive	5 <sup>th</sup> August	-
Grove Corner, Bookham	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	9 <sup>th</sup> September	2 <sup>nd</sup> September

