

Agenda Item 9

Strategic Management Team Lead Officer	Angela Griffiths, Corporate Head of Service for Democratic Services
Author	Cllr David Draper/Simon Trevaskis
Telephone	01306 879384
Email	simon.trevaskis@molevalley.gov.uk
Date	5 th July 2016

Ward (s) affected	N/A
--------------------------	-----

Subject	Scrutiny Committee Work Programme 2016/17 and summary of work undertaken in 2015/16.
----------------	--

RECOMMENDATIONS

The Committee is asked:

- (1) To note the work undertaken in 2015/16.
- (2) To consider the recommendations set out below for the work programme in 2016/17 and determine which to include in the Committee's work programme.

External Scrutiny

- (a) That the Committee will hold three External Scrutiny meetings on the following dates:-
 - 18th October 2016
 - 29th November 2016
 - 14th February 2017
- (b) That the organisations set out in the report will be invited to provide an update to the Committee at one of the three above meeting dates.

Scrutiny Panels

- (c) That the Planning Enforcement Panel completes its work and reports back to the Scrutiny Committee as soon as possible.
- (d) That a Panel be established to investigate the viability of a Tourist Information service in Mole Valley

Scrutiny of Reports on the Executive Forward Plan

- (e) That the Committee continues to scrutinise appropriate reports prior to their consideration by the Executive.
- (f) That the Chairmen of Executive Working Groups be invited to give an update to the Scrutiny Committee.

Other Issues

- (g) That the Committee notes that from time to time it will be called upon to hear a call-in whenever appropriate procedures are applied.

Report Back

- (h) That the Work Programme report continues to outlining action taken by the Executive or Council on recommendations coming forward from the Committee and views sent forward for consideration.

EXECUTIVE SUMMARY

Annually, the Scrutiny Committee is required to set out its work programme for the forthcoming year. This report summarises the work undertaken by the Scrutiny Committee in 2015/16 and sets out the draft programme for consideration by Members for 2016/2017.

CORPORATE PRIORITIES

PROSPERITY

A vibrant local economy with thriving towns and villages

Look for innovative ways to minimise the cost to taxpayers of Mole Valley District Council whilst protecting the standard of services.

A key task of any Scrutiny Committee is to review the Services provided by the Council.

The Committee has the authority to determine the Recommendations

1. INTRODUCTION

- 1.1 This report sets out the work undertaken by the Committee in 2015/16 and then suggests a programme of work for 2016/17.

2. 2015/16 PROGRAMME

- 2.1 The 2015/2016 work programme divided the work of the Committee into three categories:-

External Scrutiny

Over the past year, External Scrutiny presentations have been received from the following organisations:-

- East Surrey Domestic Abuse Service (Grants)
- Voluntary Action Mid-Surrey (VAMS) (Grants)
- Citizens Advice Bureau (Grants)
- Circle Housing
- The Landscape Group (Grounds Maintenance Contractor)
- Ride London
- CAMHS Surrey

Scrutiny of Reports on the Executive Forward Plan

The Committee has scrutinised reports prior to their consideration by the Executive and has commented direct to the Executive.

Scrutiny Panels

In 2015/16 the following Panels operated/were established:

- Standing Budget Panel;
- Affordable Housing Panel
- Planning Enforcement Panel

The Standing Budget undertook its annual task of reviewing the Administration's budget setting process and reported back to the Scrutiny Committee in January 2016.

The Affordable Housing Panel completed its work and reported back to the Scrutiny Committee in October 2016 with a number of recommendations, which were reported to the Executive.

The Planning Enforcement Panel met once in 2015/16 and were provided with an update on the current status of Planning Enforcement at Mole Valley.

3. 2016/17 PROGRAMME

- 3.1 The programme of work for 2016/17 is suggested to be structured along similar lines as in 2015/16:

External Scrutiny

It is recognised that the External Scrutiny is an important part of the Scrutiny Committee's functions. As such it is proposed to set up three specific meetings to solely consider External Scrutiny items. The proposed dates are:

- 18th October 2016
- 29th November 2016
- 14th February 2017

There are a number of different organisations that need report to the Scrutiny Committee on an annual basis, including the organisations in receipt of a grant of £10,000 or more who are invited to attend a meeting of the Scrutiny Committee to provide an update on how the grant has been spent. The four organisations are:-

- Citizens Advice Bureau (Grants)
- East Surrey Domestic Abuse Service (Grants)
- East Surrey Rural Transport Partnership (Grants)
- Voluntary Action Mid-Surrey (VAMS) (Grants)

The Committee also receives an annual report from Circle Housing, which will need to be scheduled.

Other organisations to be scheduled at one of the three meeting dates are the following Council contractors - Places for People Leisure (Dorking Sports Centre), Fusion (Leatherhead Leisure Centre) and the Landscape Group (Grounds Maintenance & Highways Horticulture).

Scrutiny of Reports on the Executive Forward Plan

It is intended that the Scrutiny Committee will continue to scrutinise reports prior to their consideration by the Executive. These will not include the reports on major issues taken to a meeting of the District Council for consultation.

It is also suggested that it would be useful for Members to invite the Chairmen of the Executive Working Groups to provide an update on the work of their Group.

Scrutiny Panels

There are currently two Scrutiny Panels remaining in existence from 2015/2016:

- **Standing Budget Panel** - this Panel is established annually with a remit of scrutinising the Administration's budget setting process.

The Panel Membership for the forthcoming years is: - Simon Ling (C), Paul Kennedy (VC), Simon Edge, Paul Elderton, Malcolm Ladell and Jatin Patel.

- **Planning Enforcement Panel** - this Panel was established to review the Council's Planning Enforcement arrangements.

The Panel Membership for the forthcoming years is: - Mary Huggins (C), Rosemary Dickson (VC), David Harper, Malcolm Ladell, and Tim Loretto

The terms of reference for the Standing Budget Panel is set out at Annex A. The terms of reference for the Planning Enforcement Panel is attached as a separate item on the Scrutiny Committee Agenda.

The Scrutiny Committee is permitted to establish up to a maximum of five Panels at anyone time and following the Committee meeting on 8th March it was agreed that a Panel would be set up to investigate the viability of establishing a Tourist Information Centre in Mole Valley. The terms of reference for this Panel is also included elsewhere on the agenda for this meeting.

4. **Financial Implications** – The cost of the proposals contained within this report are met within existing budgets.
5. **Legal Implications** – None arising from this report.
6. **CORPORATE IMPLICATIONS**

Monitoring Officer commentary – the report has considered any legal implications.

Section 151 Officer commentary – the final implications have been taken into account.

Risk Implications - None arising from this report

Equalities Implications - None arising from this report

Employment Issues – The establishment of additional Scrutiny Panels does have an employment resources implication. SMT will consider the need to resource each new Panel, as it arises.

Sustainability Issues - None arising from this report

Consultation – The Scrutiny Committee is responsible for preparing its work programme. This report is considered to be consultation with Members.

Communications - None

BACKGROUND PAPERS – None

Standing Budget Panel - Terms of Reference and Workplan for 2017/18 Budget

2016/2017 Members: Simon Ling (Chairman), Paul Kennedy (Vice-Chairman), Simon Edge, Paul Elderton, Malcolm Ladell and Jatin Patel

Introduction and Background

The Standing Budget Panel will review the Council's budget formulation process and the robustness of the Administration's budget proposals. The Panel will advise the Scrutiny Committee of its findings.

1. Terms of Reference

General Objectives

To scrutinise the Administration's budget proposals, including fees and charges and grants to voluntary organisations.

The Panel will meet in Autumn/Winter each year to challenge the Administration on the extent to which its proposals:

- are clear, focused, achievable, realistic and based on sound financial practices;
- have clear linkages with corporate and other plans that form the Policy Framework and are consistent with the Council's aim to improve services in priority areas;
- achieve the Council's goals, standards and priorities;
- are consistent with the Council's agreed charging principles.

Outcomes

- To have scrutinised the Administration's Budget proposal and to have commented to the Scrutiny Committee as appropriate;
- To have examined the budget as a whole and challenged in more detail one or two specific Services budgets;
- To have scrutinised the proposed fees and charges and grants to voluntary organisations.
- To have held the appropriate Portfolio Holders and Senior Managers to account over the budget proposals;
- To make comments to the Scrutiny Committee on the Administration's budget proposals;
- To have provided an opportunity for transparency and awareness of the Budget setting process for the community by way of a public report to the Scrutiny Committee.

The timetable below suggests that it may be possible to complete the Panel's work in four meetings subject to any specific, alternative arrangements requested by the Panel. These meetings will report to the Scrutiny Committee as appropriate at its November, December and January meetings.

Meeting	Date	Purpose
Meeting 1	November 2016	• Background briefing on

Meeting	Date	Purpose
		(i) MTFS (ii) Budget (iii) Performance Plans
Meeting 2	December 2016	<ul style="list-style-type: none"> • Review of latest fees and charges proposals • Review of proposed grants to voluntary organisations
Meetings 3 & 4	January 2017	<ul style="list-style-type: none"> • To challenge Portfolio Holders on their budget proposals

2. Information to be provided to the Panel

- The Medium Term Financial Strategy and associated documents;
- Information on pressures on the Council's budget;
- The Government's total resource allocation to the Council;
- Comparison of the Band D Council Tax levels against other Surrey local authorities;
- Proposed grants to voluntary organisations;
- Provisional budget proposals for 2017/18, including growth and savings proposals;
- Proposed fees and charges for 2017/18.