

## Agenda Item 12

<b>Strategic Management Team Lead Officer</b>	Angela Griffiths, Corporate Head of Service (Democratic and Legal Services)
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<b>Date</b>	28 <sup>th</sup> October 2014

<b>Subject</b>	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 30<sup>th</sup> September 2014 and considered the following Executive report:

- Local Cycling Plan for Mole Valley

On the whole the Scrutiny Committee was supportive of the intentions of the Local Cycling Plan, but made a number of comments which were relayed to the Executive. A suggestion regarding strengthening the proposed Code of Conduct, with particular reference to the interaction between cyclists, dog walkers and horse riders was put to the Executive for consideration.

The Executive noted the comments of the Scrutiny Committee and as the Plan was seen as a 'living' documents the concerns raised would be addressed as the Plan developed.

## **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 4<sup>th</sup> 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
National Trust	11 <sup>th</sup> November 2014
Surrey Highways	11 <sup>th</sup> November 2014
Places for People Leisure (DSC)	6 <sup>th</sup> January 2015

### Service Updates

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

Service	Meeting Date
Waste & Recycling	2 <sup>nd</sup> December 2014
Benefits	6 <sup>th</sup> January 2015
HR	27 <sup>th</sup> January 2015
Environmental Health	24 <sup>th</sup> February 2015
Dorking Halls	24 <sup>th</sup> March 2015

### Scrutiny Panels

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

- Affordable Housing Panel - TBC
- Car Parking Panel – 26<sup>th</sup> February 2015
- Highways Panel – 24<sup>th</sup> November 2014
- Planning Enforcement Panel - TBC
- Standing Budget Panel – 4<sup>th</sup> December 2014.

At the last meeting of the Scrutiny Committee on 30<sup>th</sup> September 2014, it was agreed that the terms of reference for the Affordable Housing and Planning Enforcement Panel would be circulated amongst the Committee Members for comments and providing there were no significant issues raised, it would be left to the Corporate Head of Services for Democratic Services in conjunction with the Scrutiny Committee Chairman to approve the final version. As there were no comments, these have been approved and dates for the first meeting of each Panel are being identified.

## Scrutiny Committee - Forward Plan

Meeting Date	Item	Author	Scrutiny Type
11 November 2014	National Trust	-	External
	Surrey Highways	-	External
	Grants Applicant 1 (TBC)	-	External
	Grants Applicant 2 (TBC)	-	External
	<b>Reports Scheduled:</b>	<b>4</b>	
02 December 2014	Waste & Recycling Service Update	Jackie Lees-Howes/Josh Lambe	Service Update
	Family Support Programme Update	Rachel O'Reilly	Update
	Outside Organisations Report	Simon Trevaskis	Internal
	<b>Reports Scheduled:</b>	<b>3</b>	
06 January 2015	Places for People Leisure (Dorking Sports Centre)		
	Benefits Service Update - TBC	Rob Boxall	Service Update
	<b>Reports Scheduled:</b>	<b>1</b>	
27 January 2015	HR - Service Update (to inc info on Youn Workers Scheme)	Kate Ivackovic/Graeme Kane	Service Update
	<b>Reports Scheduled:</b>	<b>1</b>	
24 February 2015	Environmental Health - Service Update	Richard Haddad	Service Update
	Dorking Christian Centre - Update	Rachel O'Reilly	
	<b>Reports Scheduled:</b>	<b>2</b>	
24 March 2015	Dorking Halls	Keith Garrow	
	Report from the Car Parking Panel		
	<b>Reports Scheduled:</b>	<b>1</b>	



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

**Period Covered: November 2014 – February 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](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 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

<b>Executive Member</b>	<b>Portfolio</b>
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





<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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<b>November</b>						
Budget and Performance Monitoring Report (end of September 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	4 <sup>th</sup> November	-
Safeguarding Review and Policies		Rachel O'Reilly	James Friend	Executive	4 <sup>th</sup> November	Scrutiny Committee 26 <sup>th</sup> October
Mole Valley District Council – Statement of Community Involvement [KD]	Jack Straw	James Lalor	John Northcott	Executive	4 <sup>th</sup> November	Scrutiny Committee 26 <sup>th</sup> October
The Surrey Local Strategic Statement	Jack Straw	James Lalor	John Northcott	Executive	4 <sup>th</sup> November	Scrutiny Committee 26 <sup>th</sup> October
The Foundry, Dorking – Site Options	Paul Brooks	Richards Burrows	Charles Yarwood	Executive	4 <sup>th</sup> November	Scrutiny Committee 26 <sup>th</sup> October
<b>December</b>						
Curtis Road site options	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
Grove Corner, Bookham	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
MVDC Grant Aid Applications	Patrick McCord	Rachel O'Reilly	Chris Townsend	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
Homelessness Review 2014 and Homelessness Strategy 2014-2019	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
Budget and Performance Monitoring Report (end of October 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	9 <sup>th</sup> December	-

<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>
Play Strategy	Paul Anderson	Steve Ruddy	James Friend	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
Strategy for Cemetery Provision	Paul Anderson	Steve Ruddy	James Friend	Executive	4 <sup>th</sup> November	Scrutiny Committee 2 <sup>nd</sup> December
Highways Horticulture Contract – Contractor Selection and Contract Award [KD] (E)	Paul Anderson	Steve Ruddy	James Friend	Executive	9 <sup>th</sup> December	Scrutiny Committee 2 <sup>nd</sup> December
<b>January</b>						
Budget and Performance Monitoring Report (end of November 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	13 <sup>th</sup> January	-
Joint Waste Contract Specification		Steve Ruddy	Paul Newman	Executive	13 <sup>th</sup> January	Scrutiny Committee 6 <sup>th</sup> January
Asset Management Plan	Sara Allen	Richard Burrows	Charles Yarwood	Executive	13 <sup>th</sup> January	Scrutiny Committee 6 <sup>th</sup> January
Draft Mole Valley Housing & Traveller Sites Plan	Jack Straw	James Lalor	John Northcott	Council	20 <sup>th</sup> January	Planning Policy Working Group

<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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<b>February</b>						
Draft Corporate Strategy and Budget	Jane Nottage/Phil Mitchell	Nick Gray/ Angela Griffiths	Simon Ling	Executive	3 <sup>rd</sup> February	Scrutiny Committee 27 <sup>th</sup> January
Budget and Performance Monitoring Report (end of December 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	3 <sup>rd</sup> February	-
Airports Commission Consultation on additional runway provision applications	Jack Straw	James Lalor	John Northcott	Executive	3 <sup>rd</sup> February	Council 20 <sup>th</sup> January

