

## Council Agenda Item 8ii

<b>Strategic Management Team Lead Officer</b>	Angela Griffiths, Corporate Head of Service for Democratic Services
<b>Author</b>	Cllr Stephen Cooksey/Simon Trevaskis
<b>Telephone</b>	01306 879384
<b>Email</b>	simon.trevaskis@molevalley.gov.uk
<b>Date</b>	18 <sup>th</sup> June 2013/16 <sup>th</sup> July (Scrutiny Committee), 23 <sup>rd</sup> July 2013 (Council)

<b>Ward (s) affected</b>	N/A
--------------------------	-----

<b>Subject</b>	Scrutiny Committee Work Programme 2013 – 2014
----------------	---

### RECOMMENDATIONS

The Committee is asked to consider the draft work programme for the Committee and to approve a programme for submission to the Council for approval at its meeting on 23<sup>rd</sup> July 2013.

### EXECUTIVE SUMMARY

There is a requirement in the Council's Constitution for the Work Programme of the Scrutiny Committee to be formally approved annually at a meeting of the Council.

This report summarises the work undertaken by the Scrutiny Committee in 2012/2013 and sets out a draft programme for consideration by Members for the forthcoming year.

### CORPORATE PRIORITIES

#### Access to Services – Helping residents to access the services they need

2. **Working with our partners** to provide the right services to our local residents.

External Scrutiny provides Members with the opportunity to discuss the services provided by partners and where applicable hold them to account.

#### Value for Money - Delivering quality, value for money services

3. Where appropriate, **review the way in which we provide our services** to ensure that they are focused on what matters and delivering against our priorities. In doing this we will seek to develop a culture of innovation across the Council.

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

#### 1.0 INTRODUCTION

At the Council meeting on 18<sup>th</sup> September 2012 the Scrutiny Committee's work programme for 2012/2013 was formally agreed. This work programme divided the work of the Committee under four categories:-

- External Scrutiny
- Scrutiny of Reports on the Executive Forward Plan
- Scrutiny Panels
- Scrutiny of Council Services.

Over the past year the Scrutiny Committee has received reports in each of these areas and as this format has been successful, it is proposed that the work programme will continue to be based around these four themes in the forthcoming year.

Additionally the new arrangement whereby consultation on major issues is dealt with at meetings of full Council rather than by the Scrutiny Committee before consideration by the Executive will hopefully allow the Committee to deal with issues and reports that it has not had time to consider in recent years. In the light of this new practice a review of the terms of reference of the committee will be undertaken during the late summer/autumn and revised terms of reference submitted to a later meeting for consideration.

### **External Scrutiny**

There has been limited time for External Scrutiny in the past two years, due to the number of other reports being considered by the Scrutiny Committee. In order to give Members the opportunity to consider External Scrutiny items a special meeting has been arranged in each of the past two years to look at a range of organisations. The Committee needs to consider whether they would wish to continue this approach in the forthcoming year. Should the Committee decide to hold an External Scrutiny meeting it needs to be considered whether there was a specific topic on which it could be focused, for example transport related organisations?

As there may be greater opportunity to invite individual organisations to regular meetings (potentially one per meeting) Members need to consider whether there are any outside organisations they would like to invite to provide an update. Currently the Committee receives an annual report from Mole Valley Housing Association, Leatherhead Leisure Centre and the Dorking Sports Centre. It is also intended that Redhill Aerodrome, Surrey Wildlife Trust and the Surrey Downs Clinical Commissioning Group will also be invited to attend a meeting of the Committee in 2013-2014. However suggestions for other outside organisations that have a significant local impact are welcomed.

### **Executive Reports**

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

### **Scrutiny Panels**

There are currently three Scrutiny Panels in operation, namely the Standing Budget Panel, the Car Parking Scrutiny Panel and the Waste Management Scrutiny Panel.

The Standing Budget Panel is established annually with a remit of scrutinising the Administration's budget setting process. Following a number of recommendations from 2012-2013 Standing Budget Panel, its terms of reference are being reviewed and it is anticipated that a revised version will be brought to the September meeting of the Scrutiny Committee for approval.

The Car Parking Scrutiny Panel was originally tasked with developing a Car Parking Strategy that would be used to guide the Council's management of its car parks. As this piece of work has been completed it has been recommended that the Panel

remain in existence to oversee the implementation of the strategy. It is anticipated that the Panel will hold 2 – 3 meetings in 2013-2014.

The Waste Management Scrutiny Panel was set up to review the Waste Management Action Plan and the Council's recycling targets. The Panel has only met once to date but other meetings are being scheduled and it is anticipated that it will complete its work by the end of 2013.

Since two of the three current Panels have a continuing role there is scope for a further Panel to look at policy development in a specific area and it has been suggested that there would be value in looking at the relationship between Mole Valley District Council and Surrey County Council and in particular to investigate the viability of implementing the offer from the County to devolve some Highways responsibilities such as the maintenance of grass verges to Mole Valley District Council; an offer that almost all of the other Districts and Boroughs have accepted. The Committee needs to consider whether it would wish to set up a Panel on this topic or whether there are other areas of work that would be suitable for a Scrutiny Panel.

### **Service Reviews**

In the past year presentations delivered by the Customer Service Unit, Planning Support and Partnerships and Communities Service Managers have been very helpful to Members.

It is suggested that one Service could be invited to each regular meeting and as such Members need to consider who they would like to see report to the Scrutiny Committee (a list of Services who could be invited is set out at Annex A).

### **Outside Bodies**

For some time there has been a view that it would be valuable for Members to hear from our representatives on outside bodies to gain a greater understanding of the value of being represented and equally whether it is worthwhile for the Council to continue representation.

It is proposed that the Committee set aside time at each regular meeting to hear from our representatives on one or more outside bodies and to make whatever recommendations are appropriate to Executive as a consequence. If that is agreeable the Chairman will work with Democratic Services to draw up a list in consultation with our representatives.

### **Consultation**

The original draft of this report was circulated as an agenda item for the meeting of the committee held on 18<sup>th</sup> June when consideration was deferred until the July meeting. The report was circulated to members with a request that comments and proposals should be submitted to the Chairman by 8<sup>th</sup> July.

### **Recommendations**

The following recommendations are submitted for consideration by the Committee:

#### **External Scrutiny**

1. That one external body is invited to attend each meeting of Scrutiny Committee to provide members with the opportunity to scrutinise and comment on the performance of the organisation with regard to the services that it provides for the Mole Valley community. External bodies to include Housing Associations, Leisure and Sports Centres, Health related bodies, organisations such as Surrey Wildlife Trust which operate contracts on behalf of the Council, aviation companies and other organisations providing specific services for the community;

2. That a special meeting of the committee is held at a date to be arranged early in 2014 to consider transport operators including railway and bus companies providing services for Mole Valley.

### **Scrutiny Panels**

1. That a new time limited Scrutiny Panel be established to consider the advantages and disadvantages of the devolution of appropriate Highways functions from the County Council to Mole Valley Council;
2. That a list of areas that might be appropriate for investigation by a Scrutiny Panel be maintained with a view to ensuring that full advantage is taken of the opportunities that review by Scrutiny Panels provide.

### **Service Reviews**

1. That subject to consultation with the senior officers concerned service reviews of the following areas be undertaken in 2013-2014:
  - Car Parking and Neighbourhood Enforcement
  - Community Support Services
  - Democratic Services
  - Dorking Halls
  - IT
  - Management Support
  - Parks
  - Property
2. That the following areas be held in reserve for consideration at a future date:
  - Benefits
  - Development Control
  - Planning Policy

### **Outside Bodies**

1. That the Committee sets aside time at each regular meeting to hear from representatives on one or more outside bodies;
2. That the Chairman work with Democratic Services to draw up a list in consultation with our representatives.

### **Other Issues**

1. That, when appropriate, the Committee considers issues of importance to the Council which do not form part of the Council's agenda such as the report from the Peer Review on Planning;
2. 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**

That a new item be added to the agenda of each Committee meeting outlining action taken by the Executive or Council on recommendations coming forward from the Committee and views sent forward for consideration.

**Financial Implications** – None arising from this report.

**Legal Implications** – None arising from this report.

## **2.0 CORPORATE IMPLICATIONS**

**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** – The Scrutiny Committee is responsible for preparing its work programme and as such this report should be considered as consultation..

**Communications** - None

**BACKGROUND PAPERS**

None

**Scrutiny of Council Services**

In the past year the Scrutiny Committee has discussed the future issues facing the CSU, Planning Support and Partnerships and Community Support.

The other Services that could be invited to present to a meeting of the Committee are:-

- Benefits
- Building Control
- Car Parking and Neighbourhood Enforcement
- Community Support Services
- Democratic Services
- Development Control
- Dorking Halls
- Environment
- Environmental Health
- Finance
- Housing
- HR
- IT
- Legal
- Management Support
- Parks
- Performance and Policy
- Planning Policy
- Property
- Revenues and Exchequer Services