

WORK PROGRAMME 2016/17

Report of the: Head of Legal and Democratic Services
Contact: Margaret Jones
Urgent Decision?(yes/no) No
If yes, reason urgent decision required:
Annexes/Appendices (attached): Annexe 1: Work Programme 2016/17
Other available papers (not attached): None

REPORT SUMMARY

This report asks the Committee to agree its work programme for 2016/17.

RECOMMENDATION (S)

(1) That the Committee approves the work programme 2016/17 attached at Annexe 1.

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

1.1 Implications vary across the different items agreed for inclusion in the work programme. Specific implications are considered by the Committee before undertaking any individual investigation.

2 Background

2.1 Paragraph 1 of the Overview and Scrutiny Procedure Rules requires the Committee to approve an annual Overview and Scrutiny Work Programme including the programme of any sub-committees or panels.

2.2 With the start of the new municipal year 2016/17, a new work programme which meets the responsibilities of the Committee has been drafted for consideration of the Committee.

3 Work Programme 2016/17

3.1 The draft work programme for the Audit, Crime & Disorder and Scrutiny Committee and appointed task groups for 2016/17 is attached at Annexe 1.

- 3.2 As in previous years, regular audit reports have been built into the programme, with the Committee due to receive reports from both the internal and external auditors at each meeting except the October 2016 meeting. Audit reports scheduled into the programme include the Annual Governance Statement and the Internal Audit Assurance Report.
- 3.3 To reflect the requirement that the Committee scrutinise the local Epsom and Ewell Community Safety Partnership (CSP) at least once a year, two CSP reports have been built into the programme; an end of year report in June and a mid-year progress report in November.
- 3.4 In previous years the Committee has received regular performance management reports showing progress made by the policy committees against their specific targets. The previous Committee was informed at its meeting in April 2016 that an end of year performance management report 2015/16 would not be produced and hence the Committee would not receive a performance management report in June 2016. However, with the new Corporate Plan, 2016/17 performance management reports have been scheduled for the November 2016 and February and April 2017 meetings.
- 3.5 Other individual items for review have been included within the Committee's work programme. Examples include the Annual Reports on the use of delegated powers, and data quality.
- 3.6 At the November 2015 meeting the previous Audit, Crime & Disorder and Scrutiny Committee agreed to include a review of Venues in the Committee's on-going work programme. This work is intended to assist in development of the Council's Medium Term Financial Strategy. In February 2016, the previous Committee appointed a task group to undertake the work comprising Councillors Smitheram, Reeve and Bridger. Councillor Teasdale was co-opted to the task group from the Strategy and Resources Committee. The task group is due to report back to the Committee at its October 2016 meeting. It is anticipated that the work of the task group will continue thereafter.
- 3.7 Lastly, a progress update on the implementation of the Committee's recommendations contained within its April 2016 report on the Review of the Arrangements for Publicising and Determining Planning Applications is scheduled for April 2017.

4 Proposals

- 4.1 It is proposed that the Audit, Crime & Disorder and Scrutiny Committee approve the work programme attached at [Annexe 1](#).
- 4.2 An update report on the Committee's work programme will be brought to each meeting of the Committee. This will provide further opportunity for the Committee to consider its on-going work programme.

- 4.3 Across the year there is the potential for last minute scrutiny matters such as call-in to arise. Should such scrutiny items arise, they will where possible, be scheduled to be considered at one of the five ordinary meetings of the Committee

5 Financial and Manpower Implications

- 5.1 The Committee will wish to consider workload implications for both its members and the Scrutiny Officer when approving its work programme. In depth scrutiny reviews undertaken by task groups require more intensive input from members as well as the Scrutiny Officer for specific time periods.

- 5.2 **Chief Finance Officer's comments:** None for the purposes of this report.

6 Legal Implications (including implications for matters relating to equality)

- 6.1 The work programme at Annexe 1 has been designed to meet the Committee's responsibilities set out in legislation and its Terms of Reference.

- 6.2 **Monitoring Officer's comments:** None for the purposes of this report.

7 Sustainability Policy and Community Safety Implications

- 7.1 Scrutiny of the CSP is a responsibility of the Audit, Crime & Disorder and Scrutiny Committee.

8 Partnerships

- 8.1 The Committee has the ability to make reports or recommendations on matters which affect the authority's area or the inhabitants of that area.

9 Risk Assessment

- 9.1 Agreeing items for review/scrutiny at the beginning of the municipal year will enable the Committee to take steps to ensure that it meets all its responsibilities (statutory and local). It will also enable the Committee to manage its workload across the year to identify priorities and reschedule work according to need/risk.

10 Conclusion and Recommendations

- 10.1 The Audit, Crime & Disorder and Scrutiny Committee is responsible for setting its own work programme. With a new Committee in place, a work programme encompassing all areas of responsibility has been drafted.

- 10.2 It is recommended that the Committee approve the work programme attached at Annexe 1.

WARD(S) AFFECTED: (All Wards);