

## **WORK PROGRAMME 2017/18**

<u>Report of the:</u>	Head of Legal and Democratic Services
<u>Contact:</u>	Margaret Jones
<u>Urgent Decision?(yes/no)</u>	No
<u>If yes, reason urgent decision required:</u>	
<u>Annexes/Appendices (attached):</u>	<u>Annexe 1</u> - Work Programme 2017/18
<u>Other available papers (not attached):</u>	None

### **REPORT SUMMARY**

**This report asks the Committee to agree its work programme for 2017/18.**

### **RECOMMENDATION (S)**

- (1) That the Committee approves the work programme 2017/18 attached at Annexe 1.**

## **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.

## **3 Work Programme 2017/18**

- 3.1 A draft work programme for 2017/18 is attached at Annexe 1. This programme sets out those matters for consideration by the Committee at its four formal meetings held across the year, as well as the one current task group appointed back in February 2016 to undertake a Review of Venues - Bourne Hall, Hook Road, Epsom Playhouse and Ewell Court House (investigatory work part complete).

- 3.2 The work programme has been designed to ensure that the Committee will meet its responsibilities by year end.
- 3.3 Audit reports from both internal and external audit have been built into the programme, including in particular, regular monitoring reports which highlight progress made against the internal audit plan and outcomes of individual audits, the Internal Audit Assurance Report 2016/17 (June 2017), the Annual Governance Statement 2016/17 (June 2017) and the Internal Audit Strategy 2018/19 (April 2018).
- 3.4 Three distinct annual reports have been included. The first covers use of delegated powers (June 2017), the second addresses use of the Regulation of Investigatory Powers Act 2000 (February 2018), the third is the draft Annual Report of the Audit, Crime & Disorder and Scrutiny Committee (April 2018) for onward reporting to Council.
- 3.5 Regular performance management reports have been scheduled. These reports identify progress made by the policy committees against their Key Priority Performance Targets, they highlight those targets assigned amber or red status as well as actions that have been proposed or taken where performance is a concern. In addition, regular reports on the work of the Community Safety Partnership are scheduled for June and November 2017.
- 3.6 Two reports of the scrutiny task group appointed to undertake the Venues Service Review are anticipated for 2017/18. The report on the Playhouse has been scheduled for November 2017, the final report on Ewell Court House has been scheduled for April 2018.
- 3.7 Three other review reports have been included in the work programme. Two reports to Committee will provide an update on previous scrutiny reviews undertaken (i) Review of the arrangements for publicising and determining planning applications (November 2017), and (ii) Routecall, Review of the rebranded service (Transport from Home) (April 2018). A third report reviewing compliance with the Surveillance Camera Code of Practice is due for consideration in February 2018.
- 3.8 Finally, a report which addresses the overview and scrutiny provisions of the Constitution is planned for February 2018. This report is intended to ensure current provisions accurately reflect local and statutory changes.

#### **4 Financial and Manpower Implications**

- 4.1 In-depth scrutiny reviews undertaken by task groups require more intensive input from members as well as the scrutiny officer for specific time periods. As such, the Committee will wish to consider workload implications for both members and the scrutiny officer when considering its work programme, and particularly if it wishes to add any additional items to be undertaken by appointed task groups.

- 4.2 **Chief Finance Officer's comments:** *Approved budgets exist to support the work programme and officer time is the main element of the funding required. These resources are limited to the budget only and therefore careful allocation of these resources to work programme tasks is essential.*

## **5 Legal Implications (including implications for matters relating to equality)**

- 5.1 The Committee's draft work programme 2017/18 has been designed to meet the Committee's responsibilities set out in legislation and its Terms of Reference.
- 5.2 **Monitoring Officer's comments:** *None for the purposes of this report.*

## **6 Sustainability Policy and Community Safety Implications**

- 6.1 As Crime & Disorder Committee for the Council, the Committee has a responsibility under the Police and Justice Act 2006 to review the work of the local Community Safety Partnership.

## **7 Partnerships**

- 7.1 The Committee has the ability to make reports or recommendations on matters which affect the authority's area or the inhabitants of that area. It may require relevant partner authorities (excludes local health service bodies) to have regard to any report or recommendations made.

## **8 Risk Assessment**

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

## **9 Conclusion and Recommendations**

- 9.1 The Audit, Crime & Disorder and Scrutiny Committee is responsible for setting its own work programme. With a new municipal year now begun, a new draft work programme has been developed encompassing all areas of responsibility.
- 9.2 It is recommended that the Committee approve the work programme for 2017/18 attached at Annexe 1.

**WARD(S) AFFECTED: (All Wards);**