

**OUTSTANDING REFERENCES AND WORK PROGRAMME 2015/16**

Report of the: Head of Legal & Democratic Services  
Contact: Margaret Jones  
Urgent Decision?(yes/no) No  
If yes, reason urgent decision required:  
Annexes/Appendices (attached): Annexe 1 - Outstanding References  
Annexe 2 - Updated Work Programme 2015/16  
Other available papers (not attached): None stated

**REPORT SUMMARY**

**This report lists references to officers outstanding as at 4 February 2016. It updates the Committee on its work programme 2015/16 and asks that a new scrutiny review task group be appointed to undertake the review of Venues.**

**RECOMMENDATION (S)**

**That the Committee:**

- (1) Notes (i) the one outstanding reference to officers detailed at Annexe 1 and (ii) the Committee's updated work programme attached at Annexe 2**
- (2) Appoints a task group to undertake the review of venues as per the Terms of Reference attached at Annexe 3**
- (3) Agrees to co-opt a member of the Strategy & Resources Committee (nominated by that Committee's Chairman) to the appointed task group**

*Notes*

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

- 1.1 In general, the Committee's work programme contributes to the Council's core values, in particular, customer focus, continuous improvement and value for money.

- 1.2 Specific implications are dependent on the items agreed for inclusion in the work programme of the Audit, Crime & Disorder and Scrutiny Committee.

## **2 Outstanding References**

- 2.1 The one outstanding reference to officers as at 4 February 2016 is set out at Annexe 1. Further commentary is set out at paragraph 3.1 below.

## **3 Work Programme 2015/16**

- 3.1 The Audit, Crime & Disorder and Scrutiny Committee received an update on its work programme at its last meeting on 26 November 2015. At that time there was one review being taken forward by a scrutiny task group – review of the administrative arrangements for publicising and determining planning applications. It was anticipated that this task group would report its findings and recommendations to the Committee on 4 February 2016. Due to the postponement of one of the task group's meetings with a key interviewee, the task group will now report to the Committee in April 2016 as set out in the outstanding references (Annexe 1). The Committee's current work programme which reflects this change is attached at Annexe 2.
- 3.2 At the November 2015 meeting, the Audit, Crime & Disorder and Scrutiny Committee agreed to include a new review (Review of Venues), in its ongoing work programme. It was anticipated that this review would commence during February 2016 with its findings reported in October 2016. As part of the four year work programme to assist in development of the Medium Term Financial Strategy, Terms of Reference for the Review of Venues were considered by the Financial Policy Panel on 1 December 2015. The Terms of Reference for the review are attached at Annexe 3.

## **4 Proposals**

- 4.1 The Committee is asked to note the outstanding reference to officers detailed at Annexe 1 and its updated work programme attached at Annexe 2.
- 4.2 In order to commence the review of venues as per the agreed timetable, the Audit, Crime & Disorder and Scrutiny Committee is asked to appoint a task group of about four members to undertake the review.
- 4.3 On appointing members to the task group, the Audit, Crime & Disorder and Scrutiny Committee may wish to consider, in addition to member availability, knowledge and experience of each member.
- 4.4 The Overview and Scrutiny Procedure Rules enable the Committee to co-opt other councillors to constitute sub committees or panels. It is considered that the review of venues would benefit from the co-option of a member of the Strategy & Resources Committee, nominated by the Chairman of the Strategy & Resources Committee.

## **5 Financial and Manpower Implications**

5.1 The review of venues forms part of the agreed work programme to assist in addressing the funding shortfall over the next four years.

5.2 The Committee will wish to consider workload implications for its members when appointing the scrutiny review task group. In-depth scrutiny reviews undertaken by task groups require more intensive input from members for specific periods of time. The Committee will wish to note that although the review is anticipated to start during this current municipal year, the task group will not report its findings until October 2016. It is anticipated that some review work will take place over the summer holiday period.

5.3 **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 2 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 Community Safety Partnership 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 At the start of the review of venues a risk assessment will be completed to help ensure that the review is completed according to its terms of reference and within the timescale set.

## **10 Conclusion and Recommendations**

10.1 The Audit, Crime & Disorder and Scrutiny Committee agreed its work programme for 2015/16 at its June 2015 meeting. Since then progress has been made against the plan and a new item for scrutiny – review of venues identified.

10.2 It is recommended that the Committee notes the one outstanding reference to officers and its updated work programme. The Committee is also recommended to commence the review of venues, appointing a task group to undertake the investigative work.

**WARD(S) AFFECTED: All**