

Agenda Item 11

Strategic Management Team Lead Officer	Angela Griffiths, Corporate Head of Service (Democratic and Legal Services)
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Date	15 th September 2015

Subject	Scrutiny Work Programme 2015/2016
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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.

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 4th September 2014.

The work programme is divided into the following strands:-

- External Scrutiny
- 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
CAB	5 th November 2015
East Surrey Domestic Abuse Partnership	5 th November 2015
Voluntary Action Mid Surrey	5 th November 2015
Circle Housing: Mole Valley	17 th November 2015
Ride London	17 th November 2015

Scrutiny Panels

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

- Affordable Housing Panel – 16th September 2015
- Planning Enforcement Panel – TBC
- Standing Budget Panel - TBC

The Affordable Housing Panel is holding its final meeting on 16th September 2015, when it will be finalising its report to the Scrutiny Committee. This report should be available for consideration at the next committee meeting on 6th October.

Scrutiny Committee - Forward Plan

Meeting Date	Item	Author
15 September 2015	Well Being Strategy - Consultation Annual Complaints Report Reports Scheduled:	Rachel O'Reilly Louise Bircher 2
06 October 2015	 Reports Scheduled:	 0
5th November 2015	CAB Voluntary Action Mid Surrey East Surrey Domestic Abuse Partnership	- - -
17 November 2015	Circle Housing: Mole Valley Ride London Reports Scheduled:	- - 2
05 January 2015	Highways Horticulture - Monitoring Report Reports Scheduled:	Paul Anderson 1
26 January 2015	 Reports Scheduled:	 0
08 March 2015	Car Parking - Monitoring Report Reports Scheduled:	Paul Anderson 1



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

Period Covered: September – December 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)

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
- (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 James Friend	
Executive Member	Portfolio
Councillor Vivienne Michael	Community Engagement & Resident Services & Deputy Leader
Councillor Lucy Botting	Wellbeing
Councillor Lynne Brooks	Finance & Performance
Councillor Howard Jones	Town Centres
Councillor Paul Newman	Environment
Councillor Corinna Osborne-Patterson	Rural Economies & Cycling
Councillor Sarah Seed	Planning
Councillor Charles Yarwood	Property & Parking

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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September						
Business and Budget Monitoring Report (end of August 2015)	Phil Mitchell/Jane Nottage	Nick Gray/ Angela Griffiths	Lynne Brooks	Executive	29 th September	-
Business Planning and Budget 2016/17 – Scene Setting	Phil Mitchell	Nick Gray	Lynne Brooks	Executive	29 th September	Scrutiny Committee 15 th September
Draft Statement of Community Involvement 2015	Jack Straw	Paul Feehily	Sarah Seed	Executive	29 th September	Scrutiny Committee 15 th September
Capel Neighbourhood Development Plan - feedback from consultation and designation of Neighbourhood Area	Jane Smith	Paul Feehily	Sarah Seed	Executive	29 th September	Scrutiny Committee 15 th September
West Street, Dorking – public art project	Rod Shaw	Paul Feehily	Sarah Seed	Executive	29 th September	Scrutiny Committee 15 th September
Migrating the ICT systems to the Surrey County Council Shared Data Centre	Bob Thomas	Richard Burrows	Lynne Brooks	Executive	29 th September	Scrutiny Committee 15 th September
Business Rate Discretionary Rate Relief - Charity Shop	Dave Price	Richard Burrows	Lynne Brooks	Executive	29 th September	-
October						
Business and Budget Monitoring Report (end of September 2015)	Phil Mitchell/Jane Nottage	Nick Gray/ Angela Griffiths	Lynne Brooks	Executive	20 th October	-
Asset Management Plan	Thibault Keuleyan	Richard Burrows	Charles Yarwood	Executive	20 th October	Scrutiny Committee 6 th October

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
Dorking Halls Business Plan	Keith Garrow	Richard Burrows	Charles Yarwood	Executive	20 th October	Scrutiny Committee 6 th October
Homelessness Strategy 6 month review	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	20 th October	Scrutiny Committee 6 th October
Annual Review of Housing Allocations Policy	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	20 th October	Scrutiny Committee 6 th October
Emergency Accommodation	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	20 th October	Scrutiny Committee 6 th October
Procurement of Bed and Breakfast Services	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	20 th October	Scrutiny Committee 6 th October
Wellbeing Strategy	Rachel O'Reilly	Rachel O'Reilly	Lucy Botting	Executive	20 th October	Scrutiny Committee 15 th September & 6 th October
Bookham Neighbourhood Development Plan	Jack Straw	Paul Feehily	Sarah Seed	Executive	20 th October	Scrutiny Committee 6 th October
November						
No Executive meeting						
December						
Business and Budget Monitoring Report (end of October 2015)	Phil Mitchell/Jane Nottage	Nick Gray/ Angela Griffiths	Lynne Brooks	Executive	1 st December	-
Revenue & Capital Grants 2016/17: Allocation of Grant Aid from the Council to the Voluntary, Community & Faith Sectors	Phil Mitchell/ Patrick McCord	Nick Gray/Rachel O'Reilly	Vivienne Michael	Executive	1 st December	Scrutiny Committee 17 th November

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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Community Infrastructure Levy Draft Charging Schedule	Guy Davies	Paul Feehily	Sarah Seed	Executive	1 st December	Scrutiny Committee 17 th November
Cycling Plan Update	Lucy O'Connell	Graeme Kane	Corinna Osborne-Patterson	Executive	1 st December	Scrutiny Committee 17 th November
Waste and Recycling Plan Update	Josh Lambe	Graeme Kane	Paul Newman	Executive	1 st December	Scrutiny Committee 17 th November
Car Parking Review	Paul Anderson	Graeme Kane	Charles Yarwood	Executive	1 st December	Scrutiny Committee 17 th November
Anti-Social Behaviour and Environmental Enforcement Policy (incl. fly-tipping, littering and nuisance behaviour)	Patrick McCord/ Jackie Lees-Howes	Graeme Kane/ Rachel O'Reilly	Paul Newman	Executive	1 st December	Scrutiny Committee 17 th November
Pippbrook Civic Offices Refurbishment – Principal Contractor Offer	John Menlove	Richard Burrows	Charles Yarwood	Executive	1 st December	Scrutiny Committee 17 th November
Community Transport Strategy	Nick Gray	Nick Gray	Lucy Botting and Corinna Osborne-Patterson	Executive	1 st December	Scrutiny Committee 17 th November
Local Development Scheme	Jack Straw	Paul Feehily	Sarah Seed	Executive	1 st December	Scrutiny Committee 17 th November

