

Agenda Item 7

Strategic Management Team Lead Officer	Angela Griffiths, Corporate Head of Service for Democratic and Legal Services
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Date	19 th November 2013

Subject	Scrutiny Work Programme 2013/2014
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RECOMMENDATIONS

- 1.1 That the Committee considers its Work Programme and the Executive's Forward Plan and determine 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 Forward Plan and the Scrutiny Committee Work Programme.
- 3.2 The Council is required to publish the Forward Plan monthly, setting out Key Decisions to be taken over the next four months.
- 3.3 The Plan is submitted to the Scrutiny Committee to enable the Committee to be aware of forthcoming issues to be considered.
- 3.4 The Committee is asked to consider if it wished to make any changes to its Work Programme

CORPORATE IMPLICATIONS

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 work programme was approved by Council at its meeting on 23rd July 2013.

The work programme is divided into the following four strands:-

- External Scrutiny
- Services Updates
- 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
Royal Mail	10 th December 2013 (TBC)
Surrey Wildlife Trust	28 th January 2014

Service Updates

The following Service update have been scheduled for forthcoming Committee meetings

Service	Meeting Date
IT	19 th November 2013
Property	10 th December 2013
Dorking Halls	28 th January 2014
Community Support	4 th March 2014

Scrutiny Panels

The Scrutiny Committee currently has four Panels' in existence, namely the Car Parking Panel, Devolution Panel, Standing Budget Panel and the Waste Management Panel.

The next meeting of the Car Parking Panel is scheduled for 15th January 2013.

The terms of reference for the Devolution Panel were agreed at the last Committee meeting. The Members of the Panel are being confirmed by Group Leaders and the first meeting will be arranged as soon as possible in order to meet the deadline for completion of its work.

The Standing Budget Panel met on 23rd October 2013 (Notes for this meeting will be available on the next Scrutiny Committee agenda) and is scheduled to meet again on 21st November 2014.

The next meeting of the Waste Management Panel is scheduled for 18th December 2013.

Scrutiny of Executive Reports

A copy of the Executive Forward Plan is attached to this report to highlight to the members of the Committee reports scheduled for forthcoming meetings of the Executive.

Other Work

The review of Outside Bodies is currently in progress, with a questionnaire being sent to the organisations the Council appoints Members. A separate questionnaire will also be sent to Members who sit on outside organisations.



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

Period Covered: November – March 2014

This Forward Plan set 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 p.m. 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 Chris Townsend	
Executive Member	Portfolio
Councillor James Friend	Environment & Deputy Leader
Councillor Simon Ling	Finance
Councillor Vivienne Michael	Customer Services & Well Being
Councillor John Northcott	Planning
Councillor Charles Yarwood	Assets & Corporate Services Portfolio

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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November						
Motion re: review of Judicial Review of Cherkley Court		Angela Griffiths/ Andy Bircher	John Northcott	Extraordinary Council	13 th November 2013	-
Joint Waste Contract – Inter Authority Agreement[KD]	Steve Ruddy	Steve Ruddy	James Friend	Executive	26 th November 2013	Scrutiny Committee 19 th November
Assets of Community Value [KD]	Emma Day	Andy Bircher	John Northcott	Executive	26 th November 2013	Scrutiny Committee 19 th November
Appointments to Working Groups		Angela Griffiths	Chris Townsend	Executive	26 th November 2013	Scrutiny Committee 19 th November
October Budget Management and Organisational Performance Report	Phil Mitchell and Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling and Charles Yarwood	Executive	26 th November 2013	-
Scrap Metal Dealers Act 2013 – amendment to Fees and Charges	Richard Haddad	Steve Ruddy	James Friend	Executive	26 th November	Licensing Committee 10 th October
December						
Appointment of Chief Executive	Chris Townsend	N/A	Chris Townsend	Council	3 rd December 2013	-
Scrap Metal Dealers Act 2013 – setting of fees	Richard Haddad	Steve Ruddy	James Friend	Council	3 rd December	Licensing Committee 10 th October
Appointments to Committees based on Political Balances		Angela Griffiths	Chris Townsend	Council	3 rd December	Group Leaders
Cherkley Court – report of the previous Executive Decision	Andy Bircher	Yvonne Rees	Chris Townsend	Council	3 rd December	

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
Council Tax Support, Year 2	Rob Boxall	Rachel O'Reilly	Vivienne Michael	Council	3 rd December	-
Treasury Management – Annual Report and Prudential Indicators – 2012/2013	Graham Whiting	Nick Gray	Simon Ling	Council	3 rd December	Audit Committee – 26 th September
Draft Mole Valley Land Allocations Plan	Jack Straw	Andy Bircher	John Northcott	Executive	17 th December 2013	Local Plan Working Group 13 th November, Council 3 rd December
Curtis Road site options	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	17 th December	Scrutiny Committee 10 th December
Open Spaces Events and Letting Policy	Tony Wynn	Richard Burrows	James Friend	Executive	17 th December	Scrutiny Committee 10 th December
MVDC Grant Aid Applications	Stella Keen	Andy Bircher	Vivienne Michael	Executive	17 th December 2013	
Thomas Flack Trust Fund Applications	Stella Keen	Andy Bircher	Vivienne Michael	Executive	17 th December 2013	Thomas Flack Working Group
Housing Allocations Policy	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	17 th December 2013	Scrutiny Committee 10 th December, Housing association tenants and people on the housing register
Transfer of Community Assets	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	17 th December	Scrutiny Committee 10 th December
February						
December Budget Management and Organisational	Phil Mitchell and Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling and Charles Yarwood	Executive	4 th February 2014	

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
Performance Report						
Pippbrook [KD]		Richard Burrows	Charles Yarwood	Executive	TBC	TBC
Budget Proposal 2014/2015 and Council Tax Setting Report for 2014/15 (incorporating setting the Council Tax base) and Corporate Plan	Phil Mitchell and Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Council	18 th February 2014	Standing Budget Panel, Scrutiny Committee 22 January, Executive 4 th February
Revisions to the Council Constitution	Angela Griffiths	Angela Griffiths	Charles Yarwood	Council	18 th February 2014	-
Review of Members' Allowances – to receive the report of the Independent Remuneration Panel	Angela Griffiths	Angela Griffiths	n/a	Council	18 th February 2014	Independent Remuneration Panel
Public Sector Board	Graeme Kane	Yvonne Rees	Chris Townsend	Executive	TBC	Scrutiny Committee TBC
Sustainable Economic Strategy		Andrew Bircher	John Northcott	Executive	TBC	TBC
Mole Valley Local Plan – Cycling	Graeme Kane	Yvonne Rees		Executive	Early 2014	Scrutiny Committee
Dorking Cemetery	Tony Wynn	Richard Burrows	James Friend	Executive	Feb/March 2014	Scrutiny Committee
March						
Grounds Maintenance and Arboricultural Contracts	Paul Anderson	Steve Ruddy	James Friend	Executive	11 th March	Scrutiny Committee 4 th March

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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Pay Policy Statement	Kate Ivackovic	Rachel O'Reilly	Charles Yarwood	Council	18 th March	
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