

Agenda Item 7

Strategic Management Team Lead Officer	Angela Griffiths, Corporate Head of Service (Democratic and Legal Services)
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Date	30 th September 2014

Subject	Scrutiny Work Programme 2014/2015
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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.

Scrutiny of Executive Reports

- 4.1 Where there has been a meeting of the Executive which has considered views expressed by the Scrutiny Committee on Executive reports, the response of the Executive will be reported back to the Scrutiny Committee.
- 4.2 The Scrutiny Committee on 4th September 2014 considered the following Executive reports:

- Review of Flooding
- Grounds Maintenance and Arboricultural Services Contract

On the whole the Scrutiny Committee was happy for the Executive to accept the recommendations set out in the Review of Flooding and Grounds Maintenance & Arboricultural Services Contract reports and offered no major recommendations or comments. The Executive approved the proposals contained in the reports.

- Report of the Planning Peer Review Working Group

The Committee was split in relation to the report of the Planning Peer Review Working Group with some of the Members in attendance expressing their opposition to any possible reduction in the size of the Development Control Committee and also their opposition to a proposed increase in the level of delegation to the Council's Planning Officers.

These views were reported to the Executive by the Chairman of the Scrutiny Committee. The Executive decided not to refer the recommendation concerning the delegation of Development Control functions to the Council for approval. The Executive did decide to refer the issue of the size of the Development Control Committee to a future meeting of the Council, but did not express their preference on size of the Committee, leaving this to be debated by the Council.

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 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
Mole Valley Housing Association	28 th October 2014
Ride London	28 th October 2014
Places for People Leisure (DSC)	6 th January 2015

PLEASE NOTE: a meeting to solely look at External Scrutiny items has been arranged for **7.00pm on 11th November 2013**. The items for this meeting are to be confirmed.

Service Updates

The following Service updates have been scheduled for forthcoming Committee meetings:

Service	Meeting Date
Partnerships	28 th October 2014
Waste & Recycling	2 nd December 2014
Benefits	6 th January 2015
HR	27 th January 2015
Environmental Health	24 th February 2015
Dorking Halls	24 th March 2015

Scrutiny Panels

The Scrutiny Committee currently has three Panels in existence, namely the Car Parking Panel, the Highways Delegation Panel and the Standing Budget Panel. The next meeting dates for these Panels are:

- Car Parking Panel – 26th February 2015
- Highways Panel – Late November (Date TBC)
- Standing Budget Panel – 21st October 2014.

The Committee has also approved the establishment of two additional Scrutiny Panels, one to look at Affordable Housing and the other to look at Planning Enforcement.

The terms of reference for both of these Panel's will be included on the agenda for 28th October 2014.

Scrutiny Committee - Forward Plan

Meeting Date	Item	Author	Scrutiny Type
28 October 2014	Mole Valley Housing Association - Annual Report	-	External
	Partnerships - Service Update	Patrick McCord	Service Update
	Ride London	-	External
	SCC - Litter Campaign Update - TBC	Jackie Lees-Howes	
	Affordable Housing Panel - Terms of Reference	-	
	Planning Enforcement Panel - Terms of Reference	-	
Reports Scheduled: 6			
11 November 2014	External Scrutiny Meeting - Items to be confirmed		
02 December 2014	Waste & Recycling Service Update	Jackie Lees-Howes/Josh Lambe	Service Update
	Family Support Programme Update	Rachel O'Reilly	Update
	Outside Organisations Report	Simon Trevaskis	Internal
Reports Scheduled: 3			
06 January 2015	Places for People Leisure (Dorking Sports Centre)		
	Benefits Service Update - TBC	Rob Boxall	Service Update
Reports Scheduled: 1			
27 January 2015	HR - Service Update	Kate Ivackovic	Service Update
Reports Scheduled: 1			
24 February 2015	Environmental Health - Service Update	Richard Haddad	Service Update
	Dorking Christian Centre - Update	Rachel O'Reilly	
Reports Scheduled: 2			
24 March 2015	Dorking Halls	Keith Garrow	
	Report from the Car Parking Panel		
Reports Scheduled: 1			



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

Period Covered: October 2014 – January 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 Chris Townsend	
Executive Member	Portfolio
Councillor James Friend	Wellbeing & Deputy Leader
Councillor Simon Ling	Finance & Corporate Services
Councillor Vivienne Michael	Community Engagement & Resident Services
Councillor Paul Newman	Environment
Councillor John Northcott	Planning
Councillor Charles Yarwood	Assets

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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October						
Mole Valley Local Cycling Plan	Graeme Kane	Yvonne Rees	James Friend	Executive	7 th October	Mole Valley Local Committee Scrutiny Committee 30 th September
Budget and Performance Monitoring Report (end of August 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	7 th October	-
November						
Budget and Performance Monitoring Report (end of September 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	4 th November	-
Homelessness Review 2014 and Homelessness Strategy 2014-2019	Alison Wilks	Rachel O'Reilly	Vivienne Michael	Executive	4 th November	Scrutiny Committee 26 th October
Safeguarding Review and Policies		Rachel O'Reilly	James Friend	Executive	4 th November	Scrutiny Committee 26 th October
Mole Valley District Council – Statement of Community Involvement [KD]	Jack Straw	James Lalor	John Northcott	Executive	4 th November	Scrutiny Committee 26 th October
The Surrey Local Strategic Statement	Jack Straw	James Lalor	John Northcott	Executive	4 th November	Scrutiny Committee 26 th October
The Foundry, Dorking – Site Options	Paul Brooks	Richards Burrows	Charles Yarwood	Executive	4 th November	Scrutiny Committee 26 th October
Strategy for Cemetery Provision	Paul Anderson	Steve Ruddy	James Friend	Executive	4 th November	Scrutiny Committee 26 th October

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December						
Curtis Road site options	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	9 th December	Scrutiny Committee 2 nd December
Grove Corner, Bookham	Paul Brooks	Richard Burrows	Charles Yarwood	Executive	9 th December	Scrutiny Committee 2 nd December
MVDC Grant Aid Applications	Patrick McCord	Rachel O'Reilly	Chris Townsend	Executive	9 th December	Scrutiny Committee 2 nd December
Budget and Performance Monitoring Report (end of October 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	9 th December	-
Play Strategy	Paul Anderson	Steve Ruddy	James Friend	Executive	9 th December	Scrutiny Committee 2 nd December
Asset Plan		Richard Burrows	Charles Yarwood	Executive	9 th December or 13 th January TBC	Scrutiny Committee 2 nd December or 6 th January
Highways Horticulture Contract – Contractor Selection and Contract Award [KD] (E)	Paul Anderson	Steve Ruddy	James Friend	Executive	9 th December	Scrutiny Committee 2 nd December

Subject	Report Author	Director/ Corporate Head	Executive Member	Decision taker	Decision due date	Consultees
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January						
Draft Mole Valley Housing & Traveller Sites Plan	Jack Straw	James Lalor	John Northcott	Council	20 th January	Executive 13 th January
Budget and Performance Monitoring Report (end of November 2014)	Phil Mitchell/ Jane Nottage	Nick Gray/ Angela Griffiths	Simon Ling	Executive	13 th January	-
Joint Waste Contract Specification		Steve Ruddy	Paul Newman	Executive	13 th January	Scrutiny Committee 6 th January