

28 October 2014

Audit and Scrutiny Committee

Scrutiny Work Programme 2014/15

Report of: *Ben Bix, Corporate and Democratic Services Manager*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The work of the Audit and Scrutiny Committee will be delivered both by Members working in groups and through formal Committee reports. The Audit and Scrutiny Committee will make recommendations to decision making committees and Council as necessary. The Audit and Scrutiny Committee is invited to consider its 2014/15 scrutiny work programme.

2. Recommendation(s) That:

- 2.1 The Audit and Scrutiny Committee agree its scrutiny work programme 2014/15;**

3. Introduction and Background

- 3.1 At the beginning of the municipal year, the Audit and Scrutiny Committee agreed its work programme.
- 3.2 Committee members are invited by the Chair and Vice-Chair to consider progress of the work programme.
- 3.3 The Audit and Scrutiny Committee will have particular regard to the Budget, Corporate Plan, Forward Plan, Council policy and significant national issues. The Committee will also seek to include the scrutiny of external facing matters that are of significant interest to local communities.

- 3.4 The work programme of the Audit and Scrutiny Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.
- 3.5 The Committee noted at its meeting of 1 July 2014 that the Town Hall Delivery Group, the Local Development Plan Working Group and the Constitution Working Group were **not** scrutiny task and finish groups. The William Hunter Way Delivery Group is not a scrutiny task and finish group.¹

4. Issue, Options and Analysis of Options

- 4.1 The Scrutiny function works best when the committee undertakes its work both in member groups and by receiving formal committee reports. The benefits of a Task and Finish approach were outlined at the 1 July 2014 meeting of the Committee.
- 4.2 It was proposed and agreed at the Audit & Scrutiny Committee on 1 July 2014 that the scrutiny work programme 2014/15 include the following:
- William Hunter Way Lessons Learned
 - Crossrail
 - Member/Officer Communications/ Members Casework
 - Local Council Tax Support Scheme
 - IT Resilience and Business Continuity
 - Budget Scrutiny
 - Community Safety Partnership Annual Review
- 4.3 Post the Audit & Scrutiny Committee 1 July 2014, the work programme was updated under Overview and Scrutiny procedure rule 5.4 to include:
- Hutton Community Centre Scrutiny Review
- 4.4 At its meeting on 30 September 2014, the Committee prioritised *IT Resilience and Business Continuity* as its next review. Due to the technical nature of the subject matter, the Committee should consider this as an officer report, rather than a task and finish group.
- 4.5 Minute 154 of the Audit and Scrutiny Committee 30 September 2014, *Internal Audit Progress Report* requires that an officer report on the Customer Contact Centre be added to the Committee work programme for its meeting of 26 November 2014.

¹ The William Hunter Way delivery group, 7 April 2014 Extraordinary Council Agenda Item 11, 2.8 Governance

4.6 As at 28th October 2014, the Committee will note that it has completed the following reviews:

- Section 106 Agreements (from 2013/14) work programme
- Local Council Tax Support Scheme
- William Hunter Way Lessons Learned
- Hutton Community Centre Review

5. Reasons for Recommendation

5.1 To enact the provisions of Part 4.4 of the Constitution that the Audit and Scrutiny Committee agrees its scrutiny work programme at each meeting of the Committee.

6. Consultation

6.1 The Chair and Vice-Chair of the Audit and Scrutiny Committee were consulted about the work programme of the Committee.

6.2 The Chair has opened a regular dialogue with the Shadow Chair.

6.3 This report seeks to consult with the Audit and Scrutiny Committee on its work programme.

7. References to Corporate Plan

7.1 The priority area *A Modern Council* includes an action to improve the Council's governance arrangements, leading to faster, more effective decision-making. An effective scrutiny function is an essential element of that priority.

8. Implications

Financial Implications

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8.1 There are no direct financial implications arising from this report

Legal Implications

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8.2 There are no legal implications at present.

Other Implications (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

8.3 Risk Management: The committee need to allow enough time and resource to complete their work programme and be mindful of potential duplication of matters elsewhere within the governance structure.

9. Background Papers (include their location and identify whether any are exempt or protected by copyright)

9.1 All scrutiny work programmes, and annual reports for previous years are available at www.brentwood.gov.uk

10. Appendices to this report

Appendix A – Scrutiny Work Programme 2014/15

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