

9 March 2015

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, The William Hunter Way Delivery Group and the Constitution Working Group were **not** scrutiny task and finish groups.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 a 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 would 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* required that an officer report on the Customer Contact Centre be added to the Committee work programme for its meeting of 26 November 2014.

4.6 Minute 220 of the Audit and Scrutiny Committee 28 October 2014 amended the work programme of the committee to include a new task and finish group on *William Hunter Way Procurement*. The review was prioritised to mitigate the perceived need for an Extraordinary Council meeting.

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

- 4.7 The Licensing Committee of 13 January 2015 recommended to the Audit and Scrutiny Committee that a cross party Task and Finish Group be established in order to review the process for setting of tariffs in respect of Hackney Carriage fares and advise on a future programme for tariff setting. The Membership of this group is noted within the work programme.
- 4.8 Two referrals under the Local Authorities (Committee System) (England) Regulations 2012 are included on the agenda. The Committee must ensure that those matters are discussed at a meeting of the Committee. The Committee can decide whether those matters will impact its work programme.
- 4.9 As at 9 March 2015, the Committee will note that it has received reports on, or have completed the following reviews of:
- Section 106 Agreements (from 2013/14) work programme
 - Local Council Tax Support Scheme
 - William Hunter Way Lessons Learned
 - Hutton Community Centre Review
 - Customer Contact Centre Review
 - IT and Business Continuity Review (Follow up site visit)
 - William Hunter Way Procurement Review
 - Community Safety Partnership Annual Review
 - Budget Scrutiny 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 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

Name & Title: Jo-Anne Ireland, Acting Chief Executive

Tel & Email: 01277 312712 / jo-anne.ireland@brentwood.gov.uk

- 8.1 There are no direct financial implications arising from this report

Legal Implications

Name & Title: Chris Potter, Monitoring Officer and Head of Support Services

Tel & Email: 01277 312860 / christopher.potter@brentwood.gov.uk

- 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

Report Author Contact Details:

Name: Ben Bix, Corporate and Democratic Services Manager

Telephone: 01277 312550

E-mail: ben.bix@brentwood.gov.uk