

Scrutiny Work Programme 2014-15

Work programme agreed by the Audit & Scrutiny Committee, 1 July 2014

Topic	Committee Date	Lead Member (s)	Commentary (01/07/14)	Status and Commentary (30/09/14)	Status and Commentary (28/10/2014)	Status and Commentary 26/11/2014	Status and Commentary 27/1/2015	Status and Commentary 9/3/2015
Annual Work Programme	1 July 2014	Councillors Clark and Barrett	The Chair and Vice-Chair consult the Committee on the scrutiny work programme 2014/15 at each Committee meeting.					
William Hunter Way Lessons Learned Task and Finish Group	1 July 2014	Councillor Clark	It has been agreed that a group should be formed to consider the lessons learned from the William Hunter Way project.	Scoping: The William Hunter Way Lessons Learned Group has been assembled, and is in the process of scoping its work using a project management methodology. The members of the group are Cllrs Clark, Kerslake and Mynott.	Complete. The task and finish group met 7 times in preparation of its report to the Audit and Scrutiny Committee 28/10/14. A follow up report should be taken at the successor Committee in October 2016.			
Crossrail Task and Finish Group	1 July 2014	Councillor Clark	To provide a reporting line for the Crossrail project.	Closed: After reconsideration, there is an existing Crossrail Working Group which Councillor Clark Chairs. A scrutiny review would potentially duplicate the work of that group				

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Member/Officer Communications/ Members Casework Task and Finish Group	1 July 2014	Councillors Morrissey, Mynott and Reed	That Member/Officer communications and casework management be reviewed.	Evidence gathering: The group has met three times since 1 July and have reviewed the Member casework system. The members of the group are Councillors Morrissey, Mynott and Reed.	Evidence gathering: A further meeting of the group is scheduled for 12 November 2014.	Evidence gathering: A verbal update was provided on 26/11/2014.	Evidence gathering: The group is continuing its work.	Drafting: A report will be delivered to the first meeting of the Scrutiny function 2015/16
Section 106 Agreements	1 July 2014	N/A	Required by 2013/14 Overview and Scrutiny Committee work programme	Complete: This was reported at the July meeting of the Audit and Scrutiny Committee.				
Local Council Tax Support Scheme Task and Finish Group	30 September 2014	Councillors Morrissey and Reed	A short Task and Finish Group is required as a consultative forum on proposed changes to LCTS	Complete: This group was formed well ahead of schedule and reported on 30 September 2014, for recommendation to Council in December 2014. The group was Councillors Davies, Morrissey and Reed.				
IT Resilience and Business Continuity	26 November 2014	Councillor Sleep	To understand the implications of the IT challenges faced in May 2014 and make recommendations to improve resilience	Pending: This group will convene once William Hunter Way and Hutton Community Centre reviews are complete.	Prioritised: This review was prioritised at the Audit and Scrutiny Committee 30/09/14. Councillor Sleep	Reported: Report to Committee 26/11/2014	Follow up: The Committee requested a workshop for Members which the IT Manager has organised for February.	

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					expressed an interest in the review.			
Budget Method	26 November 2014	All Committee Members	Pending: The Section 151 Officer will notify the Committee on the Budget setting method in preparation for the Budget Scrutiny meeting 27 January 2015			Pending: A task and finish group will be formed at the meeting of 26/11/2014	Complete: A report setting out the Budget process was received at the January meeting.	
Budget Scrutiny	27 January 2015	All Committee Members	The Audit and Scrutiny Committee will be consulted on the report of the Budget Task and Finish Group	Pending: A report on the Budget will be considered at the January meeting of the Committee.			Reported: The report of the Budget Task and Finish Group will be received	Complete: The recommendations of the group were heard at the Finance & Resources Committee
Community Safety Partnership Annual Review	27 January 2015	All Committee Members	To review the Annual Report of the Partnership	Pending: To meet the requirements of The Crime and Disorder (Overview and Scrutiny) Regulations 2009			Reported: Report to Committee 27 January 2015	Complete: The Committee referred its comments and concerns to the Partnership
Annual Report of the Audit and Scrutiny Committee	July 2015	Councillors Clark and Barrett	The constitution requires an annual report on the discharge of overview and scrutiny functions be prepared for Council.	Pending: On the completion of the 2014/15 municipal year. A report will be provided for the first meeting of the Scrutiny function 2015/16				

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Work programme additions post Audit & Scrutiny Committee, 1 July 2014 (Overview and Scrutiny procedure rule 5.4)

Hutton Community Centre Scrutiny Review	Asset and Enterprise Committee of 15 July 2014	Councillor Barrett	It was resolved that: 1. An investigation be taken by the Audit and Scrutiny Committee on how, why and whether the funds were allocated in the correct fashion for the refurbishment of the building 2. Report to a future Finance and Resources Committee with regard to the funding of any necessary further repairs 3. To undertake a Health and Safety inspection on Hutton Community Centre immediately and report back to either the Audit and Scrutiny or Asset and Enterprise Committee	The Hutton Community Centre Scrutiny Review Group has been assembled, and is in the process of reviewing the project. It has met 5 times. The members of the group are Cllrs Barrett (Chair), Faragher, Hubbard and Sanders. <i>Note:</i> 3) was reported to Asset and Enterprise 17 September 2014.	Complete: The task and finish group presented its report to the Audit and Scrutiny Committee 28/10/14.			
Brentwood Community Transport	The Chair and Vice Chair will seek clarification	Councillor Kerslake	Councillor Kerslake proposed this item in liaison with the Chair post Audit and Scrutiny Committee 1 July 2014.	The Chair will seek clarification with the Shadow chair about the purpose of the review	The Committee should note that there was a task and finish group in 2011. No recommendations were made.	Suspended: awaiting clarification		
Customer Contact Centre	26 November 2014	All Committee Members	N/A	N/A	New: Minute 154 of the Audit and Scrutiny Committee 30/9 (<i>Internal Audit Progress Report</i>) stated that an Officer report be presented to the 26 November meeting. The report will review the work undertaken so far and evaluate the anticipated savings over the medium term.	Complete: Report to Committee 26/11/2014. Recommendations forwarded to Finance and Resources.		

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William Hunter Way Procurement	26 November 2014	All Committee Members	A task and finish group of Councillors Clark, Barrett, Hones and Kerslake was formed	Scope <ul style="list-style-type: none"> To prioritise a review on the William Hunter Way project as outlined in Section 4 of the report. A Task and Finish Group comprising two members of the Administration and two members of the Opposition Group be formed to lead the review. A report on the findings of the review be presented to the Audit and Scrutiny Committee on 26 November 2014. A report be made from Audit and Scrutiny to the Council Meeting on 10 December 2014, including any recommendations arising from the review. 		Complete: Report to Committee 26 November 2014		
Hackney Carriage Fare Setting Process	2015/16 Work Programme	Councillors Reed, Newberry, Russell and Cohen.					New: 27 January 2015 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.	Scoping: Membership has been proposed and the group will start its work in March.

N/A