

7 December 2015

Audit, Scrutiny and Transformation Committee

Work Programme 2015/16

Report of: *Chris Leslie, Finance Director*

Wards Affected: *All*

This report is: *Public*

1. Executive Summary

- 1.1 The work of the Audit, Scrutiny and Transformation Committee will be delivered both by Members working in groups and through formal Committee reports. The Audit, Scrutiny and Transformation Committee will make recommendations to decision making committees and Council as necessary. The Audit, Scrutiny and Transformation Committee is invited to consider its 2015/16 work programme.

2. Recommendation(s)

- 2.1 That the Audit, Scrutiny and Transformation work programme 2015/16 at appendix A be approved.**

3. Introduction and Background

- 3.1 At the beginning of the municipal year, the Audit, Scrutiny and Transformation Committee agreed its work programme.
- 3.2 Committee members are invited by the Chair and Vice-Chair to propose topics for inclusion on the work programme.
- 3.3 The Audit, Scrutiny and Transformation 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, Scrutiny and Transformation Committee should not include management or staffing issues which are the responsibility of the Head of Paid Service.

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 29 June 2015 meeting of the Committee.
- 4.2 During its meeting on 29 June 2015 in addition to the proposed work programme the Committee agreed to add the following:
- Training for Members in relation to IT transformation and data security to be added to the agenda for September 2015;
 - Review of the Members Code of Conduct with specific reference to, but not limited to member engagement with the media.
- 4.3 On 16 September 2015 Council agreed that progress against the peer review action plan should be monitored by the Audit, Scrutiny and Transformation Committee.
- 4.4 At the 29 September 2015 Committee the work programme was updated, requesting that the Member/Officer Communications / Members Casework Task and Finish Group report back to the Committee in December 2015 as to the feasibility of achieving their objectives. In addition the Committee agreed that future updates be received on Transformation and New Ways of Working.
- 4.5 The current work programme for the Committee is at Appendix A.

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 work programme at each meeting of the Committee.

6. Consultation

- 6.1 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: Chris Leslie, Finance Director

Tel & Email: 01277 312542 / christopher.leslie@brentwood.gov.uk

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

Legal Implications

Name & Title: Christopher 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.

9. Background Papers

9.1 None

10. Appendices to this report

Appendix A – Work Programme 2015/16

Report Author Contact Details:

Name: Chris Leslie, Finance Director

Telephone: 01277 312542

E-mail: christopher.leslie@brentwood.gov.uk