

FINANCE AND SERVICES SCRUTINY COMMITTEE – FUTURE WORK PROGRAMME

1 Purpose

- 1.1 This report outlines the purpose and function of the Scrutiny Work Programme and asks Members to consider items for the future Work Programme.

2 Recommendations/for decision

- 2.1 The Scrutiny Committee is asked to consider the report and identify any issues that they would like to include onto the future Work Programme.

3 Executive Summary

- 3.1 This is the first meeting of the newly formed Finance and Services Scrutiny Committee. Setting the Work Programme for the Scrutiny Committee is an important stage in the scrutiny process. An effective work programme will identify the key topics that scrutiny will consider over the coming year. A well planned work programme will also help both officers and members plan their workloads as well as providing a clear picture to the public of planned scrutiny activity. It is vital that scrutiny members take responsibility for both drawing up and managing their own work programme.
- 3.2 Some of the key principles for members to consider in setting the future Work Programme include:-
- (i) topics included in the Work Programme must add value to the work of the authority.
 - (ii) where appropriate involve partners, stakeholders and the public.
 - (iii) allow some flexibility to enable topics to be included as and when they arise.
 - (iv) ensure that the Work Programme reflects the priorities of the Council as laid out in the Corporate Plan.
 - (v) the Work Programme should represent the views and concerns of the community.
 - (vi) the Work Programme should reflect a realistic use of resources.
- 3.3 There are many different ways to identify issues for the work programme, such as:
- (i) outcomes of public consultation (annual satisfaction surveys etc).
 - (ii) suggestions from elected members (especially non-executive members).
 - (iii) suggestions from the Corporate Board.
 - (iv) Cabinet's Forward Plan.
 - (v) from Corporate Plan reporting and monitoring, and the Quarterly Finance Digests.
 - (vi) issues identified through the budget setting and monitoring process.
 - (vii) issues identified through the performance management role of scrutiny.

4 Scrutiny Work Programme

- 4.1 Items from the former scrutiny committees that are now within the remit of the Finance and Services Scrutiny Committee have been included on the Committee's initial Work Programme detailed as Appendix 2.
- 4.2 In response to Members' comments during the review of scrutiny arrangements, the format of the Work Programme has been changed to make it clearer who has requested agenda items, the type of scrutiny that will be taking place (i.e. holding decision-makers to account, performance management, policy review and/or development, and external scrutiny), the purpose of the review and the expected outcome(s), and relevant Cabinet Member(s) details.
- 4.3 Members of the Scrutiny Committee now have the opportunity to consider the initial Work Programme and decide whether the issues identified on it remain appropriate work programme items as well as considering any additional items for inclusion onto the future Work Programme. Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee's perspective and resourcing work by Officers.
- 4.4 The following issues within the remit of this Scrutiny Committee are some that were examined or reported to scrutiny during the past year.
- Waste transformation (new household refuse and recycling service, bio-waste facility), in the lead up to the new service from September 2012.
 - Quarterly Finance Digests.
 - AVDC staff sickness.
 - Performance management of staff at AVDC.
 - Cloud Computing strategy.
 - Public Sector Equality duty.
 - Strategic IT partnership with Dacorum Borough Council.
 - Proposals for business rates retention.
 - Localised Council Tax benefits.
 - Procurement update.
 - The Business Transformation programme.
 - Policy for use of the new Homes Bonus.
 - Annual Performance Report.
- 4.5 The following information is attached to this report to further assist Members in the process of deciding which items to examine during the next four years :-
- 4.6 Appendix 1 – Terms of Reference of Environment and Living Scrutiny Committee
Appendix 2 – Initial Scrutiny Work Programme.

5 Resource implications

- 5.1 Members will no doubt bear in mind that the Work Programme needs to be manageable both from the Committee's perspective and resourcing work by Officers.

6 Response to Key Aims and Objectives

- 6.1 The work of overview and scrutiny, particularly on making recommendations on matters which affect the area or its residents all support the key aims and objectives that Aylesbury Vale District Council is striving to achieve.

Contact Officer

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Background Documents

work programmes of former Scrutiny Committees

FINANCE AND SERVICES SCRUTINY COMMITTEE

Membership

15 Councillors

Terms of Reference

The Committee will contribute towards the Council achieving the following key aim and objectives:-

Key Aim: To deliver efficient and economic services.

Objectives:

To improve our services.

To generate more income.

To reduce our costs.

To improve our communications and interaction with our customers (as it relates to the issues that fall within their remit).

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In doing this the Committee will undertake its overview and scrutiny function in relation to:

1. the annual budget and medium term financial plan;
2. the capital programme;
3. reviewing the management of resources made available to the Council and to scrutinise its financial management;
4. monitoring and assessing quality of services across the Council;
5. reviewing performance from satisfaction surveys and promote better Customer Care where appropriate;
6. identifying and promoting best practice in relation to service delivery;
7. co-ordinating and publishing information on service performance;
8. the Council's Annual Report;
9. matters relating to the review of the Constitution and political management arrangements;
10. the implementation of policy framework plans as they relate to the remit of this Committee; the Council's Corporate Plan, Equality Strategy and Combined Equality Scheme

11. the policies and strategies of the Council and other bodies which affect the community within Aylesbury Vale;
12. the policies and strategies of the Council that empower AVDC Councillors to act and be recognised as community leaders;
13. the provision of general grants;
14. the provision, planning and management of the Council's support services;
15. electoral issues;
16. information technology issues and strategies;
17. the provision, planning and management of corporate buildings including offices;
18. the procurement of the contract for managing Council leisure centres;
19. the implementation of policy framework plans as they relate to the remit of this Committee; Waste Strategy;
20. the provision, planning and management of the Council's waste management services, and street and toilet cleaning services;
21. all functions not included in the terms of reference of any other Scrutiny Committee.

ENVIRONMENT AND LIVING SCRUTINY COMMITTEE – WORK PROGRAMME

Appendix 2

Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
20/9/2012 19/12/2012	Corporate Plan: monitoring and reporting	2	Officers	To monitor the success in achieving Corporate Plan objectives and actions (Tamsin Ireland)	To monitor Delivery Plans and activities, & make recommendations, as appropriate	varies, according to the Delivery Plan
20/9/2012	Localised Council Tax Benefits scheme	4	Officers, Committee	To allow scrutiny to contribute to the development of the policy (Andrew Small)	The policy will be submitted to full Council on 17/10/2012	Cabinet Member for Resources
20/9/2012 19/11/2012	Quarterly Finance Digest	1, 2	Committee	To monitor expenditure (variances to date, expected outturn) against the in-year budget	To monitor the current budgetary position & make recommendations, as appropriate	varies, according to the Service area
20/9/2012	AVDC staff sickness (annual update)	2	Committee	Annual performance monitoring of staff sickness (Ann Kiceluk)	To monitor the position & make recommendations, as appropriate.	Cabinet Member for Community Matters
20/9/2012	Performance management of staff at AVDC	2	Committee	Monitor progress made in embedding new arrangements over the last year (Ann Kiceluk)	To monitor the position & make recommendations, as appropriate.	Cabinet Member for Community Matters

* Scrutiny Indicator Key

1: Holding to account	2: Performance management	3: Policy review	4: Policy development	5: External scrutiny
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Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
19/11/2012 19/12/2012	Draft Budget for 2013/14	1	Committee, Cabinet	To look at 2013/14 budget proposals within the Committee's remit (Andrew Small)	To make recommendations to Cabinet Members, as appropriate.	Cabinet Member for Resources and relevant Cabinet Members
19/12/2012	Draft Budget for 2013/14	1	Committee, Cabinet	To look at the overall 2013/14 budget proposals and feedback scrutiny's comments to Cabinet (Andrew Small)	To make recommendations to Cabinet	Cabinet (collectively)
19/12/2012	Capital Programme review	1	Committee, Cabinet	Annual review of the capital programme	To make recommendations to Cabinet	Cabinet (collectively)
8/1/2013	No items as yet					
4/3/2013	No items as yet					
8/4/2013	No items as yet					

Items held over from Resources and Corporate Performance Scrutiny Committee

- Business continuity update
- Member and Officer training
- Business plan for the Oculus / conference centre
- Regulation of Investigatory Powers Act (RIPA)
- Policy for use of the New Homes Bonus

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