

**FINANCE AND SERVICES SCRUTINY COMMITTEE**  
**FUTURE WORK PROGRAMME**

**1 Purpose**

- 1.1 To set the provisional future work programme for the Finance and Services Scrutiny Committee for the next 12-18 months.

**2 Recommendations/for decision**

- 2.1 Members are asked to:
- (i) Consider the issues raised by Scrutiny Committee Members and agree on the issues to be prioritised for inclusion within the future work programme.
  - (ii) Agree the structure of the scoping document (Appendix 1) to be used in the future to define how identified issues will be scrutinised.
  - (iii) Agree the process by which the scoping document for each prioritised agenda item should be completed.
  - (iv) Delegate authority to the Director and the Senior Scrutiny and Democratic Services Officer, in consultation with the Chairman to prepare a work programme after taking account of items (i), (ii) and (iii) above.

**3 Executive summary**

- 3.1 The newly formed Finance and Services Scrutiny Committee held its first meeting on 19 September 2012.
- 3.2 Information was circulated to Scrutiny Committee Members in the lead-up to this meeting asking them to identify issues that they believed could be included on the future work programme, as either a single report to the whole Committee or as a more “in-depth” review over a number of meetings. In suggesting issues, Members were asked to be mindful of:-
- The terms of reference of the Finance and Services Scrutiny Committee.
  - The current work programme (Appendix 2)
  - The prioritisation guide (Appendix 3) – that could be used as a quick guide to assess whether an issue put forward was strategic, added value to the work of the Council or impacted on section(s) of the community. It also helped in identifying whether an issue might be of high/medium/low priority for inclusion on the work programme.
  - Additional information (issues looked at by the former Resources and Corporate Performance Scrutiny Committee over the last 12-18 months, and some issues that had already been put forward by Councillor Tyndall) (Appendix 4)
- 3.3 Members did not identify any issues for possible inclusion within the future work programme during the above process, although there are a number of issues highlighted in Appendix 4 which could be considered for possible inclusion.
- 3.4 Once Members have agreed the items to include onto their future work programme, further work will be required to scope the issues that the Committee wishes to look at, the outcomes that Members might wish to achieve and how the issue will be scrutinised i.e. whole Committee, task and

finish group or some other method. A draft scoping document is attached at Appendix 2.

#### **4 Resource implications**

- 4.1 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 including representatives of partner organisations.

#### **5 Response to Key Aims and Objectives**

- 5.1 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

Background Documents

Craig Saunders (01296) 585043

Work programmes of former Resources and Corporate  
Performance Scrutiny Committee

## Review topic – outline scope of issue

<b>Purpose of the review</b>	
<b>Review membership</b>	
<b>Background</b>	1-2 short paragraphs of the background, leading up to the Scrutiny Committee wishing to review this issue
<b>Key questions for the review to ask</b>	<ul style="list-style-type: none"> <li>• ?</li> <li>• ?</li> <li>• ?</li> <li>• ?</li> </ul>
<b>Resources</b>	Both in terms of Officer time, Member time, and of witnesses / public who might be asked to participate in the review
<b>Out of scope</b>	What the review IS NOT looking at, although this might be of interest.
<b>Anticipated outcomes</b>	What are Members hoping to achieve during the review (it might also be helpful to identify the people to whom any recommendations might be presented.
<b>Outline timetable</b>	Of meeting dates and Officers / witnesses that the review would like to speak to, or evidence that Members would like to consider

**FINANCE AND SERVICES SCRUTINY COMMITTEE – WORK PROGRAMME**
**Appendix 2**

<b>Date of meeting</b>	<b>Item</b>	<b>Scrutiny Indicator *</b>	<b>Requested by</b>	<b>Purpose of Review (Responsible Officer / Member)</b>	<b>Expected Outcome</b>	<b>Relevant Cabinet Member</b>
19/11/2012 04/03/2013 18/06/2013 26/09/2013 12/11/2013	Quarterly Finance Digest	1, 2	Committee (standing item)	To monitor expenditure (variances to date, expected outturn) against the in-year budget (Andrew Small)	To monitor the current budgetary position & make recommendations, as appropriate.	varies according to the Service area.
19/11/2012 19/12/2012 and 08/01/2013 (if required)	Draft budget 2013/14	1	Committee, Cabinet	To look at 2013/14 budget proposals and feed back comments to Cabinet (Andrew Small)	To make recommendations to Cabinet	Cabinet (collectively)
19/11/2012	New Homes Bonus	1, 4	Committee, Cabinet	To comment on the proposals submitted to Cabinet on 23/10/2012 (Andrew Small)	To make recommendations, as appropriate, to full Council on 5/12/2012	Cabinet Member for Resources
19/11/2012	PV Solar Fields	1, 4	Cabinet	To comment on the proposal submitted to Cabinet on 13/11/2012 (Alan Asbury)	To make recommendations to full Council on 5/12/2012	Cabinet Member for Environment and Health
19/11/2012	Work Programme planning	NA	Committee	To discuss and prioritise items for inclusion on the future work programme.	To put together the future work programme for the next 12-18 months	NA

\* Scrutiny Indicator Key

<b>1: Holding to account</b>	<b>2: Performance management</b>	<b>3: Policy review</b>	<b>4: Policy development</b>	<b>5: External scrutiny</b>
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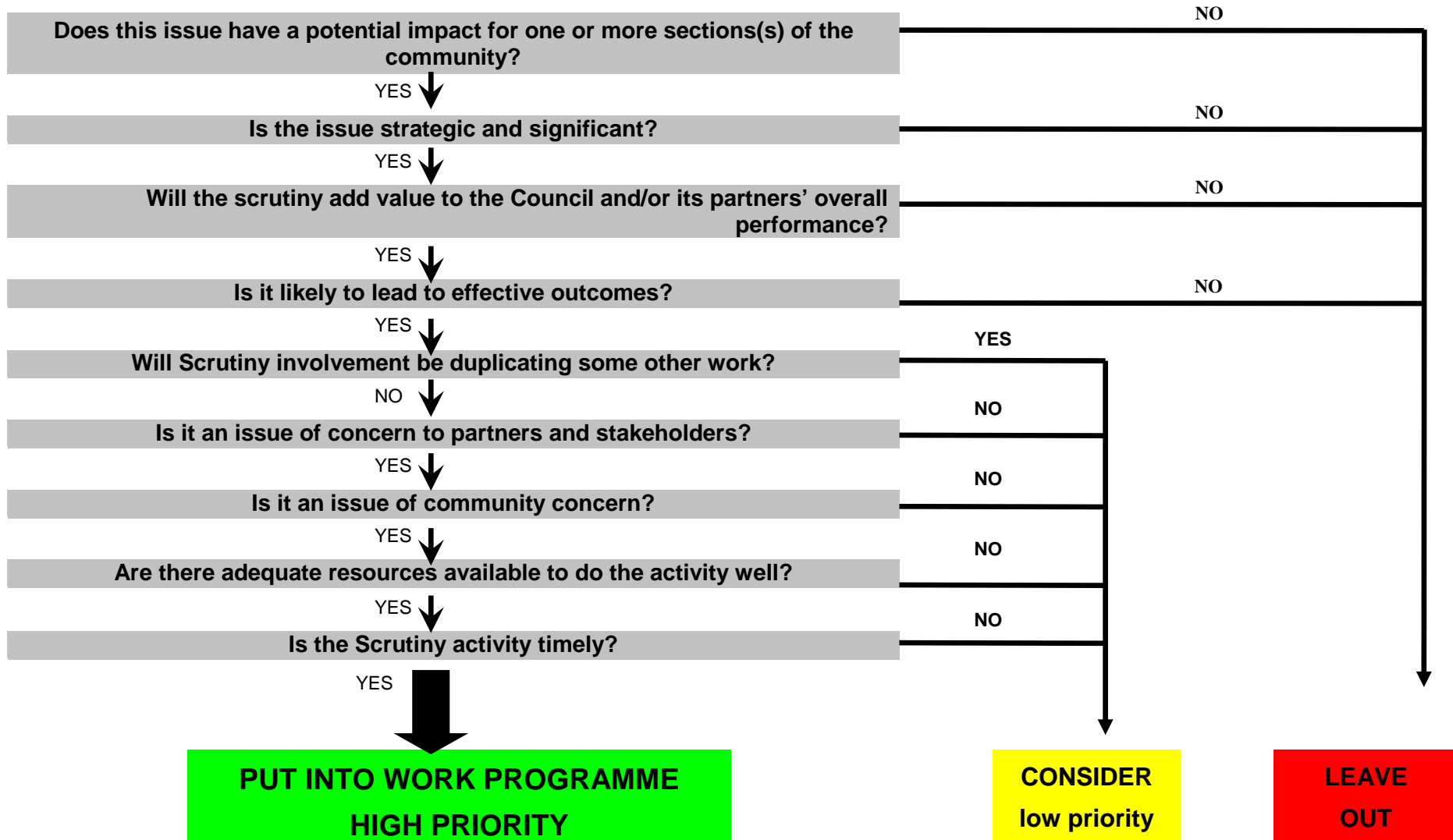
Date of meeting	Item	Scrutiny Indicator *	Requested by	Purpose of Review (Responsible Officer / Member)	Expected Outcome	Relevant Cabinet Member
19/12/2012	Capital Programme review	1	Committee, Cabinet	Annual review of the capital programme	To make recommendations to Cabinet	Cabinet (collectively)
04/03/2013	No items as yet					
08/04/2013	No items as yet					
18/06/2013	No items as yet					
26/09/2013	Sickness absence management in AVDC	2	Committee	Annual performance monitoring of staff sickness (Ann Kiceluk)	To monitor the position & make recommendations, as appropriate.	Cabinet Member for Community Matters
26/09/2013	Performance management of staff at AVDC	2	Committee	Monitor progress made in embedding arrangements over the last 2 years (Ann Kiceluk)	To monitor the position & make recommendations, as appropriate.	Cabinet Member for Community Matters
12/11/2013 18/12/2013	Draft budget 2014/15	1	Committee, Cabinet	To look at 2014/15 budget proposals and feed back comments to Cabinet (Andrew Small)	To make recommendations to Cabinet	Cabinet (collectively)
12/11/2013	No items as yet (apart from the budget item)					
18/12/2013	No items as yet (apart from the budget item)					

\* Scrutiny Indicator Key

1: Holding to account	2: Performance management	3: Policy review	4: Policy development	5: External scrutiny
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# WORK PROGRAMME PRIORITISATION GUIDE

Appendix 3



**Issues looked at by RCP SC or Finance & Services SC within the last 12-18 months**

- 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 / Draft budgets (annually)
- AVDC staff sickness / performance management of staff at AVDC
- Cloud computing
- Public Sector Equality duty
- Strategic IT partnership with Dacorum Borough Council
- Proposals for business rates retention
- Localised Council tax benefits
- Procurement update
- Business Transformation programme
- New Homes Bonus
- Annual Performance Report

**Items suggested by Councillor Tyndall for the Committee to review in the future**

- Business continuity update (held over from Resources and Corporate Performance Scrutiny Committee)
- Business plan for the Oculus / conference (held over from Resources and Corporate Performance Scrutiny Committee)
- IT – update on cloud (ToR #16)
- Up date on managing all council building Pembroke Road/Gateway etc - what is the future plans (ToR # 17)
- Managing Council Leisure Centre (ToR # 18)
- Waste Strategy - perhaps not immediately (ToR # 19)
- Street and toilet cleaning - Linked to ToR #19 above. (ToR # 20)