

SCRUTINY WORK PROGRAMME 2015-16 AND ONWARDS

1. Purpose

- 1.1 This report outlines the purpose and function of the Scrutiny Work Programme and asks Members to consider items for the 2015-16 Scrutiny Work Programme.

2. Recommendations/for decision

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| 2.1 The Scrutiny Committee is asked to consider the information provided in this report and identify any issues that they would like to include onto the future Work Programme. |
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3. Executive Summary

- 3.1 Setting the Work Programme for the Scrutiny Committees 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 Please remember that the Committee has been appointed for a four year term and selection of items for the work programme should reflect the time available.
- 3.3 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.
 - (v) the Work Programme should represent the views and concerns of the community.
 - (v) the Work Programme should reflect a realistic use of resources.
- 3.4 There are many different ways to identify issues for the Scrutiny 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) issues identified through the budget setting and monitoring process.
 - (vi) issues identified through the performance management role of scrutiny.
- 3.5 It is important to bear in mind the points raised earlier about scrutiny adding value when selecting items for the Scrutiny Work Programme. The Work Programme

should reflect all types of scrutiny activity such as policy reviews, reviews of external organisations and performance management.

- 3.6 In order to ensure consistency in selecting items for the Scrutiny Work Programme a *Selection Criteria* has been devised, a copy is attached to this report. The Selection Criteria consists of 9 statements which should be considered by the Scrutiny Committee before any item is included in the Scrutiny Work Programme.

4. Scrutiny Work Programme

- 4.1 Members of the Scrutiny Committee now have the opportunity to re-visit the current Work Programme and consider 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.

- 4.2 The following "one off" items are some that were examined or reported on during the past year:-

- Treasury Management report / Strategy for forthcoming year
- Annual Equalities Report
- Budget Planning, including scrutiny of Cabinet initial and final proposals for the following year's budget.
- Quarterly Finance Digests (as appropriate)
- Funding for further broadband rollout in Aylesbury Vale.
- Business Case for Transforming Service Delivery through Technology
- Sickness Absence in AVDC – update (annual item, last 3-4 years)
- Update on Cloud IT Strategy
- Horticultural / Street Cleansing Contract / Monitoring
- Leisure Management Contract – Year 1 review 2013/14
- Capital Programme update
- Local Business Rate Relief

- 4.3 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 :-

Appendix 1 – Terms of Reference of the Finance and Services Scrutiny Committee.

Appendix 2 – Current Scrutiny work Programme.

Appendix 3 – Recommendations Tracker 2014-2015.

Appendix 4 – Selection Criteria (to assist in selecting future topics).

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.

Contact Officer: Craig Saunders (01296) 585043

Background documents: None

FINANCE AND SERVICES SCRUTINY COMMITTEE

Membership: 11 Councillors

Terms of Reference – The Committee will contribute towards the Council achieving the following Key Aims and Objectives:-

Key Aims: 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 the 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 and the final scheme for Waterside.
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: Bucks Joint 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.

FINANCE AND SERVICES SCRUTINY COMMITTEE

30 June 2015

1. 2014/15 Leisure Management Contract – Performance Report
3. Grants

8 October 2015

1. Quarterly Finance Digest (April 2014 – March 2015)
2. Quarterly Finance Digest (April – June 2015)?
- 3.

16 November 2015

- 1.
- 2.
- 3.

14 December 2015

- 1.
2. Quarterly Finance Digest (April – September 2015)
- 3.

8 February 2016

- 1.
- 2.
- 3.

5 April 2016

1. Treasury Management Action Plan 2015/16 / Strategy for 2016/17
2. Quarterly Finance Digest (April 2015 – March 2016)
- 3.

To be timetabled:

- Outcome of the pilot, Superfast Broadband project
- Review of costs related to the Waterside Theatre Management arrangements.
- Annual Equalities Report?

FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	08/04/15	Treasury Management Report 1. Performance against the Treasury Management Action Plan 2014/15 was noted. 2. Council recommended to adopt the Treasury Management Strategy for 2015/16.	Andrew Small	No	Council	15/4/14	√
				Yes			√
Finance & Services	08/04/15	Quarterly Finance Digest (Apr – Dec 2014) 1. Contents were noted.	Tony Skeggs	No			√
Finance & Services	15/12/14	Annual Equalities Report 1. AVDC's performance against the duty in 2013/14 was noted. 2. Comments reported to Cabinet when the item is considered in January 2015.	Bob Matthews	No	Cabinet	13/1/2015	√
				Yes			√
Finance & Services	15/12/14	New Homes Bonus 1. Recommendations of the NHB Informal Advisory Panel, as approved by Cabinet on 10/12/2014, were noted.	Stephanie Moffat	No			√
Finance & Services	15/12/14	Quarterly Finance Digest (Apr – Sept 2014) 2. Contents were noted.	Tony Skeggs	No			√
Finance & Services	15/12/14	Draft Budget 2015-2016 1. A number of comments on car parking services fees and charges, engagement with Ward Members, and other issues were made, to be reported to Cabinet in finalising the budget proposals for 2015/16.	Andrew Small	Yes	Cabinet	13/1/2015	√

FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	17/11/14	Funding for Further Broadband Rollout in Aylesbury Vale 1. SC supportive of action proposed. Some suggested that it would be prudent to fund the first pilot only at this stage.	Teresa Lane / Alan Evans	Yes	Council	03.12.14	O
Finance & Services	17/11/14	Budget Planning 2015/16 1. Comments made be reported to Cabinet for consideration in putting together the final budget proposals for 2015/16	Andrew Small	Yes	Cabinet	10.12.14	O
Finance & Services	17/11/14	Business Case for Transforming Service Delivery through Technology 1. SC supportive of action proposed. Important to keep public informed + have a Communications Strategy..	Teresa Lane	Yes	Council	03.12.14	O
Finance & Services	6/10/14	Sickness Absence Management in AVDC – 2014 Update 2. Current position within AVDC was noted	Alison Caldwell-Nichols	Yes	Further report in 12 months	Oct-Nov 2015	O
Finance & Services	6/10/14	Update on Cloud IT Strategy 1. Progress made to date in implementing the Strategy & future plans be noted	Alan Evans	Yes	Further report in 12 months	Oct-Nov 2015	O
Finance & Services	6/10/14	Quarterly Finance Digest (Apr – June 2014) 1. Contents were noted.	Tony Skeggs	No			√
Finance & Services	6/10/14	Work Programme 1. Current position, as updated at meeting, be noted.	Craig Saunders	Yes	FS SC	All	√

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FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	16/6/14	Horticultural / Street Cleansing Contract – Monitoring 3. The key performance outputs achieved during the first year of the contract be noted. 4. Committee was satisfied with the KPIs that would be used to be monitored in 2014/15	Gareth Bird	No			√
				No			√
Finance & Services	16/6/14	Leisure Management Contract – Year 1 Review 2013/14 1. The key outcomes / outputs achieved in the first year of the leisure management contract be noted. 2. That the issues highlighted be reported to the Partnership & Projects Manager and the Cabinet Member for Leisure for consideration in further improving the service.	Paul Marston-Weston	No			√
				Yes	CM + Officer	No	√
Finance & Services	16/6/14	Quarterly Finance Digest (Apr 2013 – Mar 2014) 1. Contents (outturn position) be noted. 2. Information on New Homes Bonus income and expenditure to be included with future QFDs.	Tony Skeggs	No			√
				No	FS SC	TBA	√
Finance & Services	16/6/14	Treasury Management 2013-2014 Review and Strategy for 2014-2015 1. Performance against the TM Action Plan for 2013/14 be noted. 2. Supportive of the Treasury Management Strategy for 2014/15, agreed by Council	Tony Skeggs	No			√
				No			√

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Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	16/6/14	The Future of Local Govt in Bucks Task & Finish Group 1. Cllr Cooper thanked for his work. 2. Agree with T&F Group not to take this matter further forward at present.	Craig Saunders	No			√
				No			√
Finance & Services	16/6/14	Work Programme 1. Current Work Programme noted. 2. Bucks & MK Sports & Activity Partnership invited to a future meeting.	Craig Saunders	No			√
				Yes	FS SC	TBA	X
Finance & Services	9/4/14	Capital Programme Update 2014/15 to 2019/20 3. Updated Capital Programme 2014/15 to 2019/20 endorsed for submission to Council	Andrew Small	Yes	Council		√
Finance & Services	9/4/14	Local Business Rate Relief 1. Agreed with Cabinet 8/4 decision to take advantage of Govt offer for discretionary relief on bus. premises with a rateable value up to £50K	Andrew Small				√
Finance & Services	9/4/14	Work Programme 1. Current position noted.	Craig Saunders	Yes	FS SC	All	√
Finance & Services	4/3/14	Transparency and Use of Information by the Council 1. Current arrangements for the management of information at AVDC were noted	Alan Evans	No			√

FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	4/3/14	The Survival of Public Services in Bucks 1. Cllr Cooper be thanked for time/efforts in researching & compiling the unitaries report. 2. Agreed for a 'Unitary Model' Task & Finish Group to move to the next stage	Andrew Small	No	T&F Group	9/4/14	√
				Yes			√
Finance & Services	4/3/14	New Business Model – T & F Group update 1. Staff be congratulated on work in implementing NBM initiatives. 2. NBM T & F Group work over last 12 months be noted. 3. Agreed that T & F Group would continue to operate and meet, as & when necessary	Craig Saunders	Yes	NA	TBA	√
				No			√
				Yes			NBM T&F Group
Finance & Services	4/3/14	Quarterly Finance Digest (Apr – Dec 2013) 3. Contents were noted.	Tony Skeggs	No			√
Finance & Services	20/1/14	Call-In: Area Office Review 1. Revenues & Benefits Manager be thanked for efforts regarding the Area Offices review. 2. Cabinet decision of 17/12/13 referred back for a number of reasons including need for wider consultation, EIA, discussions with Winslow TC, hold a public meeting + to develop better on-line communications 3. Cabinet asked to delay implementation of proposals until 2015, at the earliest, and then phase any step change over 12 months.	Jeff Membery	No	Cabinet	12/3/14	√
				Yes			√
				Yes			Cabinet

FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	18/12/13	Sickness Absence Management at AVDC – further report 1. Current position re. mental health related illness at AVDC was noted	Steve Mason	No			√
Finance & Services	18/12/13	Swan Pool Improvement Project 1. Committee was supportive of the project & to capital programme funding being allocated.	Paul Marston-Weston	No			√
Finance & Services	18/12/13	Development of the Aylesbury Centre – Waterside (South) 1. Committee was supportive of scheme & proposed lease arrangements with Bucks New Uni + Aylesbury College, re. Aylesbury Centre development 2. Report to future EBD SC on impacts of the scheme on the local economy / businesses	Andrew Small	No Yes	EBD SC	TBA	√ X
Finance & Services	18/12/13	Budget Planning 2014/15 and beyond – Initial Proposals 1. Cabinet’s initial budget proposals be noted. 2. Officer be thanked for continued work in making savings, efficiencies and generating income. 3. Comments on initial budget proposals be passed to Cabinet for consideration in finalising budget proposals to Council.	Andrew Small	No Yes Yes	NA Cabinet	13/1/14	√ √ √

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Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	18/12/13	Work Programme 1. Current position noted.	Craig Saunders	Yes	FS SC	All	√
Finance & Services	12/11/13	Council Tax Reduction Scheme 2014/15 1. Officers be thanked for introducing the Scheme with minimal impact to most recipients. 2. Supportive of minor technical change proposed to the scheme for 2014/15	Jeff Membery	No			√
				No			√
Finance & Services	12/11/13	Quarterly Finance Digest (Apr – Sept 2013) 1. Contents were noted. 4. Additional information to be provided on short & long term borrowings, the new Waitrose food store car park, & Angels for Bucks funding	Tony Skeggs	No			√
				Yes	To Members	Provided	√
Finance & Services	12/11/13	New Homes Bonus – Update Report 1. Current position re NHB allocations was noted 2. Recommendations of NHB Advisory Panel of 5/12/13 be noted 3. SC comments on improving the operation of the NHB Parishes fund be passed to the CM for Resources. 4. CM for Resources recommended to consider NHB Panel meeting quarterly to determine bids	Andrew Small	No			√
				No			√
				Yes	CM Resources	NA	√
				Yes	CM Resources	NA	√
Finance & Services	12/11/13	Update on Benefits of Unitary Councils T&F Group 1. Current position re. establishing a T & F Group be noted.	Andrew Small	Yes	FS SC	4/3/14	√

FINANCE AND SERVICES SCRUTINY COMMITTEE: RECOMMENDATIONS TRACKER 2014-15

Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	12/11/13	Work Programme 1. Current position noted.	Craig Saunders	Yes	FS SC	All	√
Finance & Services	26/9/13	Sickness Absence Management in AVDC update 1. Ongoing work being undertaken on the management of sickness absence was noted 2. Further report requested in 3 months on mental health related absence in the Council		No Yes	FS SC	18/12/13	√ √
Finance & Services	26/9/13	Performance Management of Staff at AVDC update 1. Progress made in embedding PM practices was noted 2. Further update report requested in 12 months		No Yes	FS SC	15/12/14	√ O
Finance & Services	26/9/13	Procurement Update – September 2013 1. Progress made by the Shared Procurement Service during the first 2 years be noted. 2. Information requested on net cashable & non-cashable benefits for Year 1 and Year 2.		No Yes	To Members	NA	√ √
Finance & Services	26/9/13	Quarterly Finance Digest (Apr – June 2013) 1. Contents were noted.	Tony Skeggs	No			√

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Decision				Tracking			
Scrutiny Committee	Meeting Date	Item and Recommendations	Contact Officer	Further Action (Yes/No)	Committee	Meeting Date	Status (√/O/X)
Finance & Services	26/9/13	Work Programme 1. Current position noted. 2. Agreed to establish a 'Unitaries Model' Task and Finish Group	Craig Saunders	No			√
				Yes	FS SC	12/11/13	√
Finance & Services	26/9/13	Refurbishment of 66 High Street to create a Public Sector Information Hub 1. Proposed plans to refurbish the ground & first floors of 66 High Street were noted	Andrew Small	No			√

Appendix 4 – Scrutiny Work Programme – Selection Criteria

