

 Executive – 23 July 2008		Agenda Item No.
Title	Overview and Scrutiny Committee & Audit and Resources Scrutiny Committee – Scrutiny Work Currently Being Undertaken	
For further information about this report please contact	Councillors Mrs Knight and Gifford Theresa Goss & Peter Dixon, Committee Services Officers, 01926 456114 or committee@warwickdc.gov.uk	
Service Area	Councillors/Members' Services	
Wards of the District directly affected	N/A	
Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006	No	
Date and meeting when issue was last considered and relevant minute number	N/A	
Background Papers	Overview and Scrutiny Committee & Audit and Resources Scrutiny Committee agendas and minutes 3 June 2008.	

Contrary to the policy framework:	No
Contrary to the budgetary framework:	No
Key Decision?	No
Included within the Forward Plan? (If yes include reference number)	No

Officer/Councillor Approval		
With regard to officer approval all reports <u>must</u> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
	Date	Name
Relevant Director	18.06.08	John Dubber
Chief Executive	18.06.08	Chris Elliott
CMT	26.06.08	
Section 151 Officer	N/A	
Legal	18.06.08	Simon Best
Finance	18.06.08	Marcus Miskinis
Portfolio Holders	18.06.08	Councillors Mrs Bunker, Caborn, Doody, Mrs Grainger, Hammon, Kinson, Kirton, Shilton and White
Others	24.06.08	Councillors Gifford and Mrs Knight

Consultation Undertaken	
N/A	
Final Decision?	Yes
Suggested next steps (if not final decision please set out below)	

1. SUMMARY

- 1.1 This report informs the Executive on the scrutiny work being undertaken by the Overview and Scrutiny Committee and Audit and Resources Scrutiny Committee.

2. RECOMMENDATIONS

- 2.1 The report and any comments from the Committees' received since the publication of the agenda, be noted; and
- 2.2 Any further comments the Executive make, be passed back to the Overview and Scrutiny Committee or Audit and Resources Scrutiny Committee.

3. REASONS FOR THE RECOMMENDATION

- 3.1 This report is produced to create a dialogue between the Executive and the Overview and Scrutiny Committee & Audit and Resources Scrutiny Committee.
- 3.2 This item on the Executive was previously the Scrutiny Committees' minutes from the previous cycle. However, producing a report was considered a more effective way of keeping the Executive informed of the Overview and Scrutiny Committees' and Audit & Resources Scrutiny Committees' activities.

4. ALTERNATIVE OPTIONS CONSIDERED

- 4.1 This report is not produced and presented to the Executive. The Executive could receive the Overview and Scrutiny Committees' and Audit & Resources Scrutiny Committees' minutes for information, as there is a legal obligation for this flow of information.

5. BUDGETARY FRAMEWORK

- 5.1 There is no impact on the budgetary framework because this is for the Executives' information only.

6. POLICY FRAMEWORK

- 6.1 The work carried out by the Overview and Scrutiny Committee & Audit and Resources Scrutiny Committee helps the Council to improve in line with its priority to manage services openly, efficiently and effectively.

7. BACKGROUND

- 7.1 As part of the new scrutiny process, it was agreed that the Executive should not receive minutes of the Overview and Scrutiny Committees and Audit & Resources Scrutiny Committee, as had been the practice previously with the Scrutiny Committees and Policy Committees. A more effective way of the Overview and Scrutiny Committee and Audit & Resources Scrutiny Committee informing the Executive of their work, would be via a short report, highlighting the main items they had been working on.

- 7.2 At their meeting on 3 June 2008, the Overview and Scrutiny Committee considered the following items:
- Performance
 - Review of work programme
 - Plastic Bags Working Party
 - Flooding Working Party
 - Consideration of specific Executive agenda items
- 7.2 The Committee had concerns with regard to some of the Housing targets, and requested that the Portfolio Holder for Housing to attend their meeting on 15 July 2008. Also, after due consideration, all items contained in the workplans from the previous Culture and Social Policy Committee and the Environment and Economic Policy Committee were not included in their new work programme, with the exception of recycling and new refuse collection scheme.
- 7.3 The Committee also requested a further report on Section 106 agreements, and that scoping documents for the following be completed at their special meeting on 16 June 2008:
- CCTV
 - The Royal Spa Centre
 - Newbold Comyn Golf Course
 - Recycling and New Refuse Collection Scheme
- 7.5 At the special meeting on 16 June 2008, the Committee received training on the new scrutiny process. All non-Executive members were also invited to attend. The training session was well attended and the Committee drafted scoping documents for the Royal Spa Centre, recycling and new refuse collection scheme and CCTV. The Committee also completed a scoping document with regard to 'How Warwick District Council engages with young people on its day to day proceedings'. This was originally a petition to Council in April 2008, sponsored by Councillor Britland, which was referred to Executive, and then subsequently referred to the Overview and Scrutiny Committee.
- 7.6 The Committee agreed that the scoping documents for CCTV and young people should be finalised by officers and submitted to their meeting in July 2008, with a view to these being the first reviews to be undertaken by the Committee. The Committee agreed not to proceed with:
- recycling and new refuse collection scheme until later in the year to allow the service time to settle down and because the most pressing area for scrutiny on this matter would be undertaken by Audit & Resources Scrutiny Committee (consideration of the contract);
 - Newbold Comyn Golf Course because this scoping document would be produced by the Head of Cultural Services for submission to the Overview & Scrutiny Committee in July 2008, with a view to changing the remit of the current Golf Working Party; and

- the Royal Spa Centre until later in the year, when the draft scope would be submitted for consideration to the December meeting of the Overview and Scrutiny Committee.

7.7 At future meetings, the Overview and Scrutiny Committee will also receive performance reports and the Forward Plan on a quarterly basis, and Portfolio Holders will be asked to attend the meeting, where necessary, to discuss the performance in their portfolio.

7.8 At their meeting on 3 June 2008, the Audit and Resources Scrutiny Committee considered the following items:

- Terms of reference and ways of working
- Work plan
- External Auditor Audit & Inspection Plan
- Audit Commission Review of Internal Audit
- Review of Effectiveness of Internal Audit
- Internal Audit Quarter 4 2007/08 Progress Report
- Review of Off-Street Parking Income for 2007/08
- Consideration of specific Executive agenda items (as reported to Executive on 4 June 2008)

7.9 The Committee noted the new process for determining items for scrutiny, approved a scoping document for the review of the base budget and set up a sub-group to complete a scoping document for the waste contract. As Task and Finish Groups were already in place for Procurement, Snowdrop and EDRMS projects, the Committee agreed to review their progress over the summer and produce scoping documents if the work was likely to continue beyond that.

7.10 The various reports reviewing audit (internal and external) were noted and accepted. It was agreed that in those instances where actions relating to internal audit were incomplete on their review by the Audit & Resources Scrutiny Committee (after the appropriate allotted timescales), the Officers responsible would be required to attend the next meeting of the Committee to explain their position.

7.11 The Committee also requested that officers investigate potential ways to increase off-street car parking income for 2008/2009 (to be reported to the Executive as soon as is practically possible) and a report on the impact of Variable Message Sign Scheme on car parking income.