

Committee Work Programme 2015/16

Portfolio	Corporate
Ward(s) Affected:	n/a

Purpose

To consider the Committee work programme for the municipal year 2015/16.

Background

1. The Performance and Audit Scrutiny Committee was re-appointed by the Council at its Annual Meeting on 14 May 2014 and it is anticipated that the Committee will be re-appointed for the municipal year 2015/16, though its responsibilities may be amended.
2. The Constitution, at Part 4, Section C paragraph 6, states that each Scrutiny Committee shall normally produce a work programme for the following year at the last meeting of a municipal year.
3. Committees have, before, set the work programme in the new municipal year, but have only tended to do so in years following Borough Council elections. It is possible the Committee's remit may change and this is likely to be the subject of consideration by Full Council on 15 April 2015.
4. The work programme will develop through the year, to meet new demands and changing circumstances and the Committee will be expected to review its work programme from time to time and make minor amendments as required.
5. One of the tasks given to the Committee is to carry out pieces of work requested by the Council and/or the Executive.
6. A number of reports come to the Committee for consideration, prior to upwards reporting to the Government, the Audit Commission and/or External Auditors, to meet statutory requirements.
7. The following further meeting dates have been scheduled for the municipal year 2015/16:

17 June 2015
29 July 2015
30 September 2015
2 December 2015
27 January 2016
23 March 2016

Officer Comments

8. The Council will shortly consider which committees are established and the work areas they will cover. As such, any proposals will be subject to the outcome of the Council's deliberations. The Committee's first 2015/16 meeting is scheduled for 17 June 2015. Due to the current review of committees and the upcoming election/Member changes, it is not proposed to set a work programme for 2015/16, but Members are asked to consider any items they feel should be considered as a matter of priority at the meeting in June 2015. A full work programme for the remainder of 2015/16 can then be considered at this meeting. The 2014/15 actual programme is attached at Annex A, for information.

Proposal

9. It is proposed that Members consider issues for presentation at the June 2015 Committee meeting, subject to any changes to its remit which might be agreed by the Council on 15 April 2015.

Resource Implications

10. Subject to any decisions relating the work programme, there are no resource implications which have not already been factored in, with those mainly involving officer time.

Recommendation

11. The Scrutiny Committee is advised to consider issues for presentation at the June 2015 Committee meeting, subject to any changes to its remit which might be agreed by the Council on 15 April 2015.

Background Papers: None

Report Author Andrew Crawford 01276 707139
e-mail: andrew.crawford@surreyheath.gov.uk

Service Head: Richard Payne 01276 707150
e-mail: richard.payne@surreyheath.gov.uk

ANNEX A**ANNEX A****PERFORMANCE AND AUDIT SCRUTINY COMMITTEE
ACTUAL WORK PROGRAMME 2014/15**

DATE	TOPIC	REPORT AUTHOR
18 June 2014		
P&A (Audit)		
1	Financial Statements Audit Plan for 2013/14	Kelvin Menon
18 June 2014		
P&A (Scrutiny)		
1	Scrutiny of Portfolio - Community	Kelvin Menon
2	Expenditure on Professional Advisors	Kelvin Menon
3	Working Groups/Member Panels	Kelvin Menon
4	Committee Work Programme	Kelvin Menon
23 July 2014		
P&A (Audit)		
1	Annual Governance Statement	Karen Limmer
2	Regulation of Investigatory Powers Act 2000 - Annual Report on Authorisations	Julia Hutley-Savage
4	Annual Review of the Effectiveness of the Systems of Internal Audit	Alex Middleton
5	Finance - Investigations Section	Julia Greenfield
6	Internal Audit Annual Report	Alex Middleton
23 July 2014		
P&A (Scrutiny)		
1	Performance – End of Year Update	Peter Hunt
2	Review of Reserves and Provisions	Kelvin Menon

DATE	TOPIC	REPORT AUTHOR
3	Updates on Member Panels	Kelvin Menon
4	Annual Review of the Work Programme for the Performance and Audit Scrutiny Committee for 2013/14	Kelvin Menon
5	Committee Work Programme	Kelvin Menon

24 September 2014

P&A (Scrutiny)

1	Scrutiny of Portfolio Holder - Regulatory	Kelvin Menon
2	Financial Accounts Sign Off and External Auditor's ISO 260 Report	Kelvin Menon
3	Annual Report on the Treasury Management Service and Actual Prudential Indicators	Kelvin Menon
4	Complaints and Complaints to the Local Government Ombudsman	Nicola Vooght
5	Committee Work Programme	Kelvin Menon

5 November 2014

P&A (Scrutiny)

1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Treasury Management Mid-Year Report	Kelvin Menon
3	Finance Report	Kelvin Menon
4	Professional Advisors	Kelvin Menon
5	Committee Work Programme	Kelvin Menon

28 January 2015

P&A (Audit)

1	Annual Audit Plan	Alex Middleton
---	-------------------	----------------

DATE	TOPIC	REPORT AUTHOR
28 January 2015		
P&A (Scrutiny)		
1	Scrutiny of Portfolio Holders	Kelvin Menon
2	Corporate Risk Register	Kelvin Menon
3	Committee Work Programme	Kelvin Menon
25 March 2015		
P&A (Audit)		
1	Audit Recommendations	Alex Middleton
2	Regulation of Investigatory Powers Act 2000	Kelvin Menon
P&A (Scrutiny)		
1	Third Quarter Finance Report	Kelvin Menon
2	Certification of Claims and Returns	Kelvin Menon
3	Equalities – End of Year Update	Belinda Tam
4	Work Programme 2014/15	Kelvin Menon