

## Council Overview and Scrutiny Committee: Task and Working Group Tracker

October 2012

## Task Groups

Task Group	Members	Responsible Officer	Key Reporting Dates	Commentary
<p><b>Occupational Therapy Assessments Task Group</b></p> <p>To identify any obstacles in the assessment process for Disabled Facilities Grant funding, specifically the process involving assessment by an OT.</p>	<p>Yvonna Lay Caroline Nichols Ernest Mallett Peter Hickman (Health Scrutiny representative)</p>	Leah O'Donovan	<p><b>Adult Social Care Select Committee</b> February 2013</p>	<p>The work of the Task Group is finishing. The officer group looking to improve the Disabled Facilities Grants process will be holding a workshop in December to identify the main obstacles. It will produce a proposal for a new, more streamlined process, which will be shared with the Task &amp; Finish Group. The final report will be prepared for the February meeting.</p>
<p><b>Countryside Management Task Group</b></p> <p><b>Purpose:</b> to develop a countryside management strategy that incorporates sound governance principles, is financially sustainable and promotes partnership working.</p>	<p>Simon Gimson (Chairman) Mark Brett-Warburton Stephen Cooksey Chris Frost Michael Sydney</p>	Jacqui Hird	<p><b>Environment &amp; Transport Select Committee</b> 6 March 2013</p> <p><b>Cabinet</b> 26 March 2013</p>	<p>First meeting held on 30 July 2012.</p> <p>The Task Group has been holding witness sessions with key stakeholders. The report structure has been agreed and drafting has commenced in order to meet the deadline.</p>

<p><b>Improving the coordination and quality of utility works (Utilities Task Group)</b></p> <p><b>Purpose:</b> To improve the coordination of streetworks and reduce disruption as a result, and also to improve the standard and consistency of reinstatement works.</p>	<p>Pat Frost (Chairman) Mike Bennison Stephen Cooksey Michael Sydney</p>	<p>Tom Pooley</p>	<p><b>Environment &amp; Transport Select Committee</b> January 2012</p> <p><b>Cabinet</b> February 2012</p>	<p>The work of the Task Group is currently underway.</p> <p>Activities completed to date include publication of a press release and distribution of a survey to County Councillors and Parish Councils. There has been a positive response so far.</p> <p>The Task Group has interviewed a number of witnesses from utilities companies and street works officers from neighbouring authorities.</p> <p>The group will soon be forming its final recommendations and these will be reported to Select Committee and Cabinet on the dates specified.</p>
<p><b>Prioritisation of Highways and Highways Structures Maintenance Task Group</b></p> <p><b>Purpose:</b> 1) To make best use of limited capital funding to maintain the condition of highways and highways structures in their current state, ideally aiming for</p>	<p>Steve Renshaw (Chairman) Pat Frost David Goodwin</p>	<p>Tom Pooley</p>	<p><b>Environment &amp; Transport Select Committee</b> 10 January 2013</p> <p><b>Cabinet</b> 5 February 2013</p>	<p>The first phase of the review has been completed. This considered a maintenance prioritisation system for highways maintenance.</p> <p>The second phase is due to commence in December 2012 and this will focus on drawing up a maintenance prioritisation system for highways structures.</p> <p>The Highways Maintenance Five Year Programme will be submitted to the Task Group for consideration prior to scrutiny at Select Committee in January 2013.</p>

<p>improvements.</p> <p>2) To address concerns raised by Members regarding the prioritisation system for Highways Maintenance</p> <p>3) To determine an effective means of prioritising Highways Structures Maintenance.</p>				
<p><b>Community Infrastructure Levy (CIL) Task Group</b></p> <p><b>Purpose:</b> to consider what the County Council needs to do to develop effective plans for the Community Infrastructure Levy in conjunction with its District and Borough partners.</p>	<p>Mark Brett-Warburton (Chairman)</p> <p>Chris Frost</p> <p>Pat Frost</p>	<p>Tom Pooley</p>	<p><b>Environment &amp; Transport Select Committee</b></p> <p>Interim report: 31 May 2012</p> <p>Update report: 6 March 2013</p> <p><b>Cabinet</b></p> <p>Interim report: 24 July 2012</p> <p>Update report: tbc</p>	<p>Interim report was considered by Select Committee and welcomed by the Cabinet, who supported the Task Group's view that preparation for the introduction of CIL would be crucial.</p> <p>The Task Group's recommendations were agreed by the Cabinet.</p> <p>The Select Committee has agreed that the Task Group should continue its work.</p> <p>The Chairman of the Task Group met with Officers in October 2012 to identify a suitable way forward to engage with the ongoing development of CIL across</p>

				Surrey. It was agreed that the Group would reconvene and an update report be submitted to the Select Committee in March 2013.
<p><b>Engagement with High Need Areas in Surrey Task Group</b></p> <p>The aim of the Task Group is to look back at previous Council "Priority Place" style initiatives and evaluating the results. This will lead to the development of a series of recommendations for future projects.</p>	<p>Steve Cosser Members TBC</p>	<p>Jacqui Hird</p>	<p><b>Communities Select Committee</b> TBD</p> <p><b>Cabinet</b> TBD</p>	<p>This Task Group has been deferred until after May 2013 in order to enable the work to be completed to an appropriate level of detail.</p>
<p><b>Supporting Families Task Group</b></p> <p>A scrutiny review of how the Surrey Family Support Programme is putting in place a range of sustainable, multi-agency services that will improve the outcomes for families with multiple needs.</p>	<p>Clare Curran Sally Marks Peter Hickman Steve Cosser Tim Hall</p>	<p>Cheryl Hardman</p>	<p><b>Children and Families Select Committee</b> 10 October 2012</p> <p><b>Cabinet</b> 23 April 2013</p>	<p>The scoping report was considered at the 10 October meeting of Children and Families Select Committee and was endorsed at the 18 October meeting of Council Overview and Scrutiny Committee. The Task Group has held the first witness sessions and agreed a detailed project plan.</p>

## Member Reference Groups and Working Groups

<p><b>Adult Services Business Process Review Member Reference Group</b> Following concerns about the functionality and value-for-money of the AIS adult social care IT system, Members will monitor the implementation of a business process review aimed at improving the processes.</p>	<p>Mel Few David Harmer Ernest Mallett Tim Hall Keith Witham</p>	<p>Leah O'Donovan</p>	<p><b>Adult Social Care Select Committee</b> February 2013</p>	<p>The initial meeting was held and the scope of the group was clarified. Rather than monitoring the implementation of an unseen business process review, the Group has recommended a Rapid Improvement Event, which the officers are working on. A further meeting will be scheduled for the new year.</p>
<p><b>Staff Numbers and the Management of Vacancies Working Group</b> A review of the processes in place for monitoring and managing staff vacancies across the organisation.</p>	<p>Zully Grant-Duff Mark Brett-Warburton</p>	<p>Bryan Searle</p>	<p><b>Council Overview &amp; Scrutiny Committee</b> 5 December 2012</p>	<p>Meetings with each of the Strategic Directors and the Assistant Chief Executive have been completed and conclusions and recommendations are being discussed. A report will be submitted to Committee in December 2012</p>

## Completed Task Groups – Monitoring Report

<p><b>Championing Parents Task Group</b></p> <p>To identify what Surrey parents want from the Education system and how the Council can best champion their interests.</p>	<p>Dorothy Ross-Tomlin Clare Curran Carol Coleman Cecile White (Co-opted Member) Sean Whetstone (Co-opted Member) Duncan Hewson (Co-opted Member)</p>	<p>Cheryl Hardman/Simon Griffin</p>	<p><b>Education Select Committee:</b> 28 March 2012</p> <p><b>Cabinet:</b> 24 April 2012</p>	<p>The report was welcomed by Cabinet with all 36 recommendations being accepted. A meeting has taken place with the new Cabinet Member for Children and Learning to discuss an action plan for implementing the recommendations. A six month progress report is scheduled on the forward work programme for November 2012.</p>
<p><b>Localism Task Group</b></p> <p><b>Purpose:</b> To develop a vision for Localism in Surrey</p>	<p>Steve Cosser (Chairman) Eber Kington Sally Marks John Orrick</p>	<p>Jacqui Hird</p>	<p><b>Communities Select Committee</b> 15 March 2012</p> <p><b>Cabinet</b> 24 April 2012</p>	<p>The Report was welcomed by the Cabinet as it demonstrates the Council's commitment to Localism and partnership. All of the recommendations were accepted.</p> <p>The Chairman of the Select Committee was invited by the Leader at the Cabinet Meeting to meet with the Cabinet Member for Communities and the Olympics 2012 and relevant officers to work together to drive this agenda forward once the Public Value Review of Local Committees has concluded in the Autumn of 2012.</p>

<p><b>Carers Assessments Member Reference Group</b></p> <p>To monitor the officer-led Task and Finish group tasked with increasing the rate of carers assessments being undertaken by adult social care.</p>	<p>Linda Kemeny Caroline Nichols Chris Pitt Jane Thornton (Co-opted Member; Action for Carers)</p>	<p>Leah O'Donovan</p>	<p><b>Adult Social Care Select Committee</b> 18 May 2012</p> <p><b>Cabinet</b> not required</p>	<p>The Task Group and Member Reference Group final reports went to the 18 May 2012 meeting. The impact has been an improvement in the number of carers identified in the system and assigned to a service user and social worker. Monitoring will include regular reporting to the Committee and a Member will sit on the new monitoring board, involving external and internal representatives</p>
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