

Select Committee Forward Work Programmes 2017/2018

Overview and Budget Scrutiny Committee (Chairman: Kay Hammond, Scrutiny Manager: Ross Pike)

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
Each Meeting	Budget Scrutiny (Strategic Goal: Resident Experience)	An update on the activity of the Budget Sub-Group to date.	Members appraised of activity and able to influence areas of focus.	Agenda item
Each Meeting	Select Committee Forward Work Programmes	A review of proposed scrutiny items by Select Committees	Targeted forward work programmes that minimise duplication of effort and maximise collaboration and value to the Council and Surrey residents.	Agenda item
22 March 2018 NEW	New Chief Executive: Priorities and Plans	Discussion of the incoming Chief Executive's analysis of what work the Council must undertake in this and future years.	Members appraised of Chief Executive's priorities and plans. Areas for future scrutiny and collaboration identified.	Agenda item
22 March 2018 NEW	Select Committees' review of 2018/19 service plans and fees & charges (Strategic Goal: Resident	Scrutiny of these items will be undertaken by the Select Committees throughout February and findings presented for review	Overview and Budget Scrutiny is satisfied that plans are robust and fees & charges have been thoroughly scrutinised. A plan for further scrutiny of the refreshed MTFP in 2018/19 can be agreed.	Agenda item

	Experience)			
17 May 2018	Investment Board Annual Board (Strategic Goal: Economic Prosperity & Resident Experience)	Pre-scrutiny of the Board's annual report before Cabinet review	Committee able to offer its conclusions and recommendations on the performance of the Investment Board and the Council's investments to the Cabinet.	Agenda item
17 May 2018 NEW	Review of Invest to Save Projects (Strategic Goal: Resident Experience)	Overview of recent projects that have utilised the Invest to Save fund and their results.	Lessons learned from implementation of projects, recommendations for improvement or future use of the Fund.	Agenda item
17 May 2018	Local Enterprise Partnerships (LEPs)	Scrutiny of the output and impact of the two LEPs that cover Surrey	Understand the work underpinning investment in Surrey's economy and investigate the impact of LEP spending in the county.	Witness Sessions, Agenda item
12 July 2018 NEW	Welfare Reform (Strategic Goal: Economic Prosperity)	Report on the impact of Government policy on Surrey and the Council's work to support residents	The Committee is assured that adequate preparations have been made to mitigate any negative impacts across Council services.	Agenda item
12 July 2018	Development of the Council's Digital Strategy (Strategic Goal: Resident Experience)	Follow-up on the workshop session on the Council's digital	Committee provides feedback and is assured on the future of the Council's digital approach.	Agenda item
12 July 2018 NEW	Scrutiny Annual Report	Review of the work and processes of Select Committees in 2017/18	Identification of areas of good practice and any areas for improvement.	Agenda item
20 September 2018 NEW	Business Rate Retention Pilot (Strategic Goal: Resident Experience)	Review of operation of the pilot to date and the impact on the Council budget	Impact of the pilot on the Council's budgetary position and the assumptions made on its announcement tested.	Agenda item
20	Corporate Strategy	In development		

September 2018				
NEW				
15 November 2018	Progress Check on Chief Executive's Priorities	To follow-up on the outputs from the first meeting with the new Chief Executive	Recognition of successes and challenges to date. Recommendations for further work, offer of scrutiny support where value can be added.	Agenda item
NEW				
15 November 2018	Budget Scrutiny (Strategic Goal: Resident Experience)	Review of progress against this year's budget targets and plans for 2019/20	Assurance that targets are being met and robust plans are in place or being developed for the future.	Agenda item, Select Committee Feedback
TBD	Place and partnerships	The Council has entered into numerous partnerships across its many functions. The Committee will review the approach taken and impact of these partnerships.	Review the Council's partnerships with other organisations, how they are developed and what they deliver for residents. Understand what a 'place based' approach to services might look like and how this can be applied across the public sector in Surrey.	TBD
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
Ongoing	Budget Scrutiny	A sub-group to carry out detailed scrutiny of budgets and costs of services across the Council, review proposed options for service change and identify, where possible, a range of evidence-based options for budget savings.	A coordinated approach to select committee budget scrutiny with focus on appropriate topics leading to robust budgets.	Ayesha Azad, Tim Evans, David Harmer, Nick Harrison (Chair)
TBC	Consultation		In development	
Adults and Health Select Committee (Chairman: Ken Gulati, Democratic Services Officer: Andy Baird)				
Date of Meeting	Scrutiny Topic	Description	Outcome	Method
25 January 2018	Resident Self-Assessment Portal	To update Members of the Adults and Health Select Committee on	Members will review the Council's new Adult Social Care self-assessment portal which will include	Agenda item

NEW		the Adult Social Care systems replacement project with regard to the implementation of online portals.	receiving a demonstration of the portal from officers. Members will also be given the opportunity to give their perspective and input into the future development of Adult Social Care's online portals	
25 January 2018	Home-based Care	This report will provide an update to Members on the Home Based Care market in Surrey while also detailing the impact of the e-brokerage system in more efficiently engaging with and developing the market.	The Committee will review the plans to recommission, and investigate how the Council is responding to the current pressures on providers created by market conditions.	Agenda item
25 January 2018	Adult Social Care Debt	To update the Adults and Health Select Committee on Surrey County Council's Adult Social Care Debt position as at the end of November 2017.	The Committee will review steps being taken to recoup monies owed to the Council for the provision of Adult Social Care Services to residents considering how this process could be streamlined and improved.	Agenda item
25 January 2018 NEW	Surrey Heartlands Sustainability & Transformation Partnership Sub-Group Update	The Committee will receive a report on scrutiny being conducted by the Sub-Group on Surrey Heartlands STP	As well as reviewing progress of the Sub-Group, Members will be asked to propose specific areas of the STP that they feel should receive attention from the Sub-Group.	Sub-Group Update Report
25 January 2018 NEW	Surrey Care Record	A report will be provided by officers from Surrey Heartlands outlining steps being undertaken to introduce Surrey Care Record.	The Committee will be asked to review and comment on phase 1 of the project to introduce Surrey Care Record and to assess plans for future phases of the project.	Agenda item
4 April 2018	Accommodation with Care and Support (Extra Care)	The Committee will review the next phase of the ASC accommodation with care and support project, following a Cabinet decision on the next phase in January 2018.	Members will have the chance to look at how the Council is implementing its project on delivering accommodation with care and support to assess quality, finances and its impact on health and social care integration.	Agenda item
4 April 2018	Integrated Sexual Health Services Contract Review	At its meeting on 4 September 2017, the Adults & Health Select Committee agree to review the performance of the integrated	This item will give Members the opportunity to consider performance in delivering the new Sexual Health & HIV Services contract to assess whether it has had an impact on patient outcomes given the	Agenda item

		Sexual Health and HIV Services contract in nine months' time.	introduction of a new service model	
4 April 2018 NEW	Update from SECAMB Regional HOSC Sub-Group	At its meeting on 9 November 2017, the Committee requested an update on scrutiny undertaken by the SECAMB Regional HOSC Sub-Group including on those areas of scrutiny recommended by the Committee.	The Committee will receive an update on work being undertaken by the SECAMB Regional HOSC Sub-Group to scrutinise SECAMB's performance. This will include a report back on the following areas as proposed areas for scrutiny by Members of the Adults & Health Select Committee: a. performance against call response time targets as outlined in the Ambulance Response Programme (ARP); and b. response times for ambulances on call outs to rural areas	Sub-Group Update Report
4 April 2018	Recommissioning of Sexual Health Services Task group	To receive a report on the findings of the Sexual Health & HIV services Task Group	The Committee will receive a report back on the findings of the Sexual Health Services Task Group and will be given the opportunity to review and comment on the recommendations by the Task Group regarding consultation and communication around service changes arising from the implementation of the new contract.	Agenda Item
4 July 2018 NEW	Mental Health Inpatient Services	To update Members on plans by Surrey & Borders Partnership NHS Foundation Trust to ensure the future accessibility of mental health inpatient services in Surrey.	The Adults & Health Select Committee agreed to receive an update on phase 3 implementing Mental Health Inpatient provision. This will include details of the planned consultation process and accessibility of services.	Agenda item
4 July 2018 NEW	Substance Misuse Contract	The Adults & Health Select Committee will receive a report on proposed changes to the Surrey County Council's contract on the delivery of Substance Misuse services.	The Committee will be asked to consider the reconfiguration of the Council's Substance Misuse contract to review how these services will be delivered in the future.	Agenda item
4 July 2018	SECAMB Performance	The Committee will receive a report outlining SECAMB's	Members will review how SECAMB is delivering against national targets and will assess the steps it is	Agenda item

NEW	Review	performance against key metrics and indicators	taking to improve performance following the CQC's 'Inadequate' rating given to the Trust in October 2017.	
7 November 2018 NEW	Suicide Prevention Framework	This will report provide an update to Members on progress against the Suicide Prevention Framework as requested by the Committee at its meeting on 9 November 2017.	The Committee will be given the opportunity to review and comment on progress against the Suicide Prevention Framework.	Agenda item
TBD	Demand management	The Committee will review the plans to manage demand in ASC, which accounts for approximately £4 million of ASC savings in the MTFP and has been identified as a red risk.		In development
TBD	Sustainability and Transformation Plan Progress	The Committee will need to maintain track on progress around the three STP footprints, and how this is impacting on the delivery and long term planning for social care and health. The Committee will also need to consider how the three plans work together to mitigate risks of regional variation in health outcomes, and represent the best interests for Surrey residents.		In development
TBD	Access to primary care and GP services	This has been identified an area of interest by committee members. The Committee will need to consider how it approaches scrutinising the item. The Committee will scope this item report it back to the Council Overview and Budget Scrutiny Committee in due course		In development
TBD	Blue Light	The Adults & Health Select		In

	Collaboration	Committee will Receive an update on the Blue Light Collaboration project.		development
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
Ongoing	Surrey Heartlands	The Committee will need to consider how it reviews the Surrey Heartlands devolution proposal, and other strategic plans across the footprint. As this is an area of considerable strategic change, it may wish to consider a plan of ongoing engagement with the topic.	The Sub-Group will conduct ongoing scrutiny of the Surrey Heartlands STP to provide continued scrutiny around the implementation of STP plans. The Sub-Group will report back to the Select Committee periodically and will give Members the chance to comment on the Sub-Group's priority areas.	Ken Gulati, Bill Chapman, John O'Reilly, Sinead Mooney
August 2017 – April 2018	Learning Disabilities and Transition	The statutory responsibilities of the Council to both children and adults with care and support needs are substantial. The number of young people with complex needs transferring into adult social care has been recognised as a significant demand pressure within the MTFP. This has also been identified by the Cabinet Members as an area requiring the support of the Council's scrutiny function.	The review will seek to make recommendations in respect to improving the experience of young people and their families/carers, and to optimise public value for the benefit of the Council and Surrey residents	Ken Gulati, Chris Botten, Robert Evans, Mike Wainhouse (Parent Governor representative)
September 2017 – April 2018	Sexual Health Services	At the Adults & Health Select Committee, Members agreed to form a Task Group to review the consultation and implementation phases of Surrey's new sexual health services contract.	The Task Group will seek to recommendations regarding how Surrey County Council and NHS England consult and engage with residents around service changes.	Sinead Mooney, Nick Darby, John O'Reilly,

Children and Education Select Committee (Chairman: Mark Brett-Warburton, Democratic Services Officer: Richard Plummer)

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
20 February 2018 NEW	School Improvement Contract Update	To review Surrey's current method of school improvement and assess options for future delivery following contract expiry.	Assess future options for the provision of school improvement and recommend the option that represents best value for money for potential future delivery	Agenda item
20 February 2018	Surrey's Pupil Referral Units (PRU)	To receive a report on PRU provision in Surrey, and the educational attainment and outcomes for children that attend them.	Identify whether further support is needed for PRUs and the children that attend them; and if so, how this could be put in place.	Agenda item
20 February 2018	Multi-Agency Safeguarding Hub (MASH)	To review MASH performance and progress to date.	Assess whether implementation of the MASH has delivered planned improvements in demand management and understand what priorities exist in terms of operational delivery.	Agenda item
20 February 2018	Unaccompanied Asylum Seeking Children	To review demand trends and pressures created by the Council's responsibilities to unaccompanied asylum seeking children	Seek assurance that the Council's corporate parenting responsibilities are being in respect to this cohort, and understand how it impacts on budgets and service delivery.	Agenda item/workshop
TBD	Communication with Target Audiences	In development		In development
TBD	Surrey Education in Partnership Programme	To review the development of the Surrey Education in Partnership Programme and monitor and seek assurance regarding the transition to a schools led arrangement.		In development
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
August 2017 - September 2018	Special Educational Needs and Disabilities (SEND) Written Statement of Action Task and	To follow and monitor the required improvements for Surrey's SEND Services, in line with the conditions set out in the Written Statement of Action.	Assurance regarding the progress of required services improvements as set out in the Written statement action	Mark Brett-Warburton Chris Townsend Christopher

	Finish Group			Botten Tina Mountain Yvonna Lay
Ongoing	Performance Member Reference Group	To monitor the performance of school improvement, school attainment and Children's Services to ensure that reasonable quality of service is maintained.	Scrutiny has a clear understanding of performance within the key areas of the Children, Schools and Families Directorate, and supports improvements of services for children and their families across Surrey.	Mark Brett-Warburton Chris Townsend Tim Evans Jeff Harris Charlotte Morley
TBD	Learning Disabilities and Transition	To scrutinise how the Council plans care and support for young people with complex needs as they transition into adulthood, and how future demand will be met.	The review will seek to make recommendations in respect to improving the experience of young people and their families/carers, and to optimise public value for the benefit of the Council and Surrey residents.	Ken Gulati Chris Botten Robert Evans Mike Wainhouse

Communities Select Committee (Chairman: Rachael I Lake, Democratic Services Officer: Andrew Baird)

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
8 February 2018	Annual Scrutiny of Community Safety Partnerships	The Committee will scrutinise the work of Surrey's Community Safety Partnerships, and provide recommendations for their continued work.	Fulfilment of the statutory scrutiny of Community Safety Partnerships carried out annually.	Agenda item
8 February 2018 NEW	Surrey Performing Arts Library	At its meeting on 7 November 2017, the Communities Select Committee requested an update on the actions undertaken by officers in respect of the options for the future of the Surrey Performing Arts Library.	To update the Committee on recommendations to officers that were made at the Communities Select Committee meeting on 7 November 2017.	Agenda item

8 February 2018	Surrey Fire and Rescue Service Integrated Risk Management Plan update report	A report from the Surrey Fire & Rescue Service Integrated Risk Management Plan Member Reference Group providing an outline of scrutiny undertaken by the Committee following the first two meetings of the MRG.	This report will provide an update to Members on the scrutiny of Surrey Fire & Rescue Service's Integrated Risk Management Plan under taken by the Member Reference Group formed by the Communities Select Committee at its meeting on 7 September 2017	MRG update report
8 February 2018 NEW	Contingency Crewing Arrangements for Surrey Fire & Rescue Service	To update the Select Committee on the recommendations to be presented to Surrey Fire and Rescue Authority (Cabinet) regarding contingency crewing arrangements for Surrey Fire and Rescue Service (SFRS).	The Committee will be given the opportunity to scrutinise the proposed contingency crewing arrangements for proposal to Cabinet.	Agenda item
7 June 2018 NEW	Surrey Fire & Rescue Service Performance Reporting	The report will provide details on how Surrey Fire and Rescue Service are performing against key metrics and targets.	For Members of the Community Select Committee to receive an update on how Surrey Fire & Rescue Service is delivering against its Key Performance Indicators.	Agenda item
7 June 2018 NEW	Surrey Fire & Rescue Service Strategic Planning	The Communities Select Committee will receive a report on how Surrey Fire & Rescue Service is delivering against key strategic priorities as outlined in the Public Safety Plan.	The report will be an opportunity for Members to review and comment on SFRS's strategic plans and how it is delivering against these.	Agenda item
7 June 2018 NEW	Surrey Fire & Rescue Service Blue Light Collaboration	Members will be provided with an update on progress in delivering the Blue Light Collaboration initiative.	For the Committee to receive details on progress against the Blue Light Collaboration initiative as well as understanding challenges to collaboration with blue light partners as well as other areas identified for collaboration.	Agenda item
7 June 2018 NEW	Surrey Fire & Rescue Service Inspection Preparations	Surrey Fire & Rescue Service is expected to be inspected by HMICFRS in Summer 2018. The Communities Select Committee will receive a report highlighting preparations undertaken by SFRS	For Members to consider and comment on preparations undertaken by Surrey Fire & Rescue Service to prepare for its inspection by HMICFRS.	Agenda item

		for this inspection.		
7 June 2018 NEW	Surrey Fire & Rescue Service Duty to Collaborate	The report will outline how Surrey Fire & Rescue Service are implementing their Duty to Collaborate as outlined within the Public Safety Plan.	To update Members of the Communities Select Committee on how Surrey Fire & Rescue Service are implementing their duty to collaborate with partner agencies	Agenda item
13 September 2018 NEW	Prevent Strategy Surrey	The Communities Select Committee has agreed to undertake close scrutiny of the Prevent programme in Surrey as part its duty to review community safety partnerships priorities.	Prevent is a “community safety priority” for the Surrey Community Safety Board. This “deep-dive” report will focus on and review Surrey’s Prevent strategy, as well as other preventative work in this area of community safety. The Committee will make recommendations with an aim to further support community safety, and strengthen links between the Council and its partners.	Agenda item
13 September 2018	Voluntary, Community and Faith Sector Resilience	To review the resilience of Surrey’s Voluntary, Community and Faith Sector in light of increasing demand and growing pressure on budgets.	To Committee is asked to review content of report and make recommendations if any further action is required.	Agenda item
TBD	Armed Forces Covenant	This item requires further scoping.	In development	TBD
TBD	Surrey Public Sector Estate	To review use of the public sector estate in Surrey.	Consider how Surrey County Council and partner organisations’ future plan to utilise publicly owned buildings and infrastructure to support effective and efficient service delivery following the LGA and Cabinet Office’s One Public Sector Estate initiative	Agenda item
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
Ongoing	Surrey Fire and Rescue Service Integrated Risk Management Plan	Surrey Fire and Rescue Service will be developing a new comprehensive Integrated Risk Management Plan (IRMP). The new plan will set out how the Service will continue to deliver efficient and effective Prevention, Protection and Response within	Member Reference Group to provide Member-led support and act as a critical friend in the design and delivery of the new Integrated Risk Management Plan required to help achieve the savings within the MTFP.	Saj Hussain Keith Witham Alison Griffiths Bob Gardner

Surrey, whilst achieving required savings within the MTFP.

Corporate Services Select Committee (Chairman: Zully Grant-Duff, Democratic Services Officer: Huma Younis)

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
7 March 2018	HR Strategy	HR offer to staff and workforce planning	Scrutiny of the current HR strategy, including: <ul style="list-style-type: none"> • training, • appraisals, • absenteeism rates • welfare current and future workforce planning.	Agenda item
7 March 2018	Civil Protection	Emergency Management, Business Continuity and Local Resilience relating to recent incidents	Scrutiny of emergency preparedness (as per six-monthly update requested October 2017) including: <ul style="list-style-type: none"> • emergency management, • business continuity • local resilience. • an update on partnership work • an update on any plans for inspections of the Local Resilience Forum assurance plans and processes by the DCLG and Cabinet Office. Also, a report on local 'Black Start' plans if there was a nationwide loss of electricity (to be considered in part 2).	Agenda item
7 March 2018 NEW	Workforce Safety and Welfare	Corporate Health and Safety	Scrutiny of the current Corporate Health & Safety Action Plan and its delivery. Review of proposals for the 2018/19 Action Plan.	Agenda item
13 June	Staff Resources	Agency staffing	Scrutiny of agency staffing (as per six-monthly	Agenda item

2018			update requested October 2017) including: <ul style="list-style-type: none"> • procurement policy • management of expenditure • trends • details of the average costs for locum/bank/permanent social workers in both ASC and CSF. 	
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Task Groups

Timescale	Scrutiny Topic	Description	Outcome	Membership
15 May 2018	Civil Protection - Local Resilience	Attendance to a training exercise organised by the Surrey Local Resilience Forum, 15 May 2018 – Exercise Comet, Tactical Command Level Exercise	Scrutinise emergency preparedness and partnership working	All members of the Committee
31 January 2018 NEW	Property Workshop follow up - Member Engagement with Property matters	To model proposals for member and property services engagement.	A prototype for regular member and property service engagement.	All members of the committee

Environment and Infrastructure Select Committee (Chairman: Bob Gardner, Democratic Services Officer: Richard Plummer)

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
28 February 2018	Countryside Review	To assess the proposals of the countryside review following the work undertaken with the Member Reference Group.	TBD	Agenda item
28	Street Lighting	To review the impact of changes to	To assess how savings have been realised through	Agenda item

February 2018		street lighting	the proposals and consider any effects of changes.	
10 May 2018	Surrey Waste Local Plan	To scrutinise the proposals for the refreshed Surrey Waste Local Plan following the work undertaken with the Member Reference Group, and prior to Cabinet decision.	TBD	Agenda item
10 May 2018	Rights of Way	To consider what capital investment may be required, and the role of volunteering assets and Parish Councils in maintaining public rights of way.	To assess the added value of any capital investment required and test the roles that the Voluntary Sector and Parish Councils can have.	Agenda item
10 May 2018	Basingstoke Canal	To review options regarding sustainable management of the Basingstoke Canal.	To make a recommendation to Cabinet on the sustainable future management solution for the Basingstoke Canal and make recommendations regarding the long term strategy and business objectives for the Canal.	Agenda item
6 September 2018	Air Quality	To evaluate the progress the Council is making to improve air quality.	To review mechanisms available to support better air quality in the future.	Agenda item
6 December 2018	Performance Review of key E&I services	To review the corporate strategy performance data and Surrey Waste Partnership data on recycling rates.	TBD	Agenda item
6 December 2018	Code of Practice on road maintenance/ safety	To review the UK Roads Board have revision of the code of practice for road maintenance and safety.	Local authorities have two years to decide whether they will adopt the new code or a risk based approach. The Committee will assess what the proposals will mean for the Council and Surrey residents.	Agenda item
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
Ongoing	Basingstoke Canal Task Group	To consider the most effective governance option for Surrey County Council in relation to the Basingstoke Canal of which the	Enable the Council to decide whether they continue their involvement with the Basingstoke Canal or make changes to the current joint ownership model.	Bob Gardner, Richard Wilson, Stephen

		Council is a joint owner.		Cooksey
Ongoing	Countryside Management Member Reference Group	To report to the Select Committee with recommendations to advise the Cabinet Member on the changes required to the Surrey Wildlife Trust (SWT)/Surrey County Council (SCC) Agreement and its governance,	Ensure that the agreement is fit for purpose for the remainder of its term. (The MRG meets on an ad hoc basis as and when the service requires support.)	Bob Gardner, Matt Furniss, Richard Wilson, Stephen Cooksey

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