

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
17 May 2018	Chief Executive: Priorities and Plans	Discussion and review of the incoming Chief Executive's analysis of what work the Council must undertake in this and future years in order to meet its obligations and deliver a sustainable budget.	Members appraised of Chief Executive's priorities and plans. Areas for future scrutiny and collaboration identified.	Agenda item
12 July 2018	Investment Board Annual Board (Strategic Goal: Economic Prosperity)	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

	& Resident Experience)			
12 July 2018	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
12 July 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	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 strategy.	Committee provides feedback and is assured on the future of the Council's digital approach.	Agenda item
12 July 2018	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	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 September 2018	Corporate Strategy	In development	In development	
15 November	Progress Check on Chief Executive's	To follow-up on the outputs from the first meeting with the new	Recognition of successes and challenges to date. Recommendations for further work, offer of scrutiny	Agenda item

2018	Priorities	Chief Executive	support where value can be added.	
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
4 July 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	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	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
7 November 2018	SECamb Performance Review	The Committee will receive a report outlining SECamb's performance against key metrics and indicators	Members will review how SECamb is delivering against national targets and will assess the steps it is taking to improve performance following the CQC's 'Inadequate' rating given to the Trust in October 2017.	Agenda item
7 November 2018	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
7 November 2018	Guildford & Waverley CCG Adult Community Health Services Contract	The report will provide an outline of Guildford and Waverley CCG's Integrated Adult Community Health Services contract, how the provider is delivering against the terms of this contract.	Members will review delivery on Guildford & Waverley CCG's Integrated Adult Community Health Services Contract following implementation.	Agenda item
7 November 2018	Surrey Heartlands (Task Group)	(see below)	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.	Agenda Item
TBD	Sustainability and	The Committee will need to	In development	In

	Transformation Plan Progress	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.		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	In development
TBD	Blue Light Collaboration	The Adults & Health Select Committee will Receive an update on the Blue Light Collaboration project.	In development	In development
TBD	Adult Social Care Debt	The Select Committee has agreed to receive an annual report on the Adult Social Care debt position.	In development	In development
TBD	Sexual Health Services Contract Review Update	At its meeting on 4 April 2018, the Adults and Health Select Committee agreed to review performance against the delivery of the Sexual Health Services Contract after a year.	In development	
Task Groups				
Timescale	Scrutiny Topic	Description	Outcome	Membership
Ongoing	Surrey Heartlands	The Committee will need to	The Sub-Group will conduct ongoing scrutiny of the	Ken Gulati, Bill

		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.	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.	Chapman, John O'Reilly, Sinead Mooney
November 2017 onwards	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)
December 2017 onwards	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,
Ongoing	SECamb regional Sub Group	The SECamb regional sub-group is formally constituted and its terms of reference cover regional scrutiny of SECamb performance and improvement plans.	The Committee recommends that involvement in this group continues for the duration for 2017, as the CQC has recently re-inspected the Trust and expect to publish the results in September.	Sinead Mooney, David Mansfield

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

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
June 2018 Education Provision theme	School Organisation Plan 2017/18 - 2026/27	To review the school organisation plan, assess education provision in the county and demand trends and review how the service is working to provide school places.	To have considered the provision and demands placed on education providers and determined any areas of potential future risk.	Agenda Item
June 2018 Education Provision theme	Further Education Colleges	To review progress of the implementation of the recommendations of key areas of change in the Surrey Area Review conducted by the Department for Education in November 2016 and following up on work undertaken by the Education and Skills Board in September 2016.	To have assessed the programme and progress of change in Further Education Colleges; to have assessed provision available for students, particularly those with SEND, and have assured themselves that adequate work is being undertaken regarding promotion of apprenticeships and enable children to take advantage of the opportunities available in the local jobs market	Agenda item
June 2018 Education Provision theme	Surrey Education in Partnership Programme	To review progress of the Surrey Education in Partnership Programme and to monitor and seek assurance regarding the transition to a schools led arrangement.	To have monitored the progression towards a schools led arrangement and assess current and future impacts on schools and the service taking into account the views of the service and schools.	Agenda Item
June 2018 Education	Alternative Education Provision	To receive a report on Alternative Education Provision in Surrey, and	To have identified whether further support is needed for Alternative Education Provision and the children	Agenda item

Provision theme		the educational attainment and outcomes for children that attend them.	that need it; and if so, how this could be put in place. To identify the coverage of Alternative Education Provision and identified whether there is adequate provision and places for children that attend them in Surrey.	
September 2018	Edge of Care	To review the Edge of Care Service. Surrey Family Services have piloted a dedicated Edge of Care Service with the aim to reduce the use of care by strengthening family relationships. The Committee will review the completion of the Edge of Care Service's trial phase and determine its effectiveness.	To have sought assurance that the Edge of Care service has strengthened family relationships and increased resilience of family units and determine the effectiveness of the Edge of Care services in its role following the completion of its trial phase.	Agenda item
September 2018	Long-Term Outcomes for Children in Care	To review the long term outcomes of children in care and determine the impact of Children's Services on the wellbeing of children who were in care.	That the committee is assured that children in care have positive long term outcomes by assessing the percentage of care leavers who are NEET, whether there is evidence of good mental wellbeing and assess numbers still considered at risk, with the aim of informing future work on long term outcomes.	Agenda item
September 2018	Children's Services Complaints Report	To review the Children's Services Complaints report and determine whether there are trends that raise concerns within Children's Services practice.	In Development	Agenda item
December 2018	Early Help Follow up Report	To review the progress of the Early Help Transformation Strategy implementation and measure performance.	To have assessed whether the service has successfully worked to: <ol style="list-style-type: none"> 1. Reduce the likelihood of children and young people entering care or other acute and specialist services, where this can be prevented 2. Ensure timely contact with services leading to 	Agenda item

			<p>better family outcomes</p> <p>3. Ensure that families are enabled to help themselves and to build resilience which will be protective for the future</p> <p>That the Early Help transformation needs to realise savings as outlined in the MTFP including reductions in Children’s Service demand</p>	
December 2018	Re-commissioning Supported Accommodation for Young People in Surrey	To review the use of the Dynamic Purchasing System and assess the value for money for the contract award for the provision of Supported Accommodation for young people in Surrey.	To have sought assurance that the decision made by Cabinet in January 2018 is having positive impact and that the decision has proven value for money and effective, and make suggestions to improve as required.	Agenda item
TBC	Communication with target audiences	In Development	In Development	
TBC	Provisional Test and Exam Results	In Development	In Development	

Task Groups

Timescale	Scrutiny Topic	Description	Outcome	Membership
August 2017 - September 2018	Special Educational Needs and Disabilities (SEND) Written Statement of	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 Botten Tina Mountain Yvonna Lay

	Action Task and Finish Group			
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
7 June 2018	Surrey Fire & Rescue Service Operational Performance Reporting	The report will provide details on how Surrey Fire and Rescue Service are performing against key metrics and targets as well as giving information on preparations by for SFRS's inspection due to take place in Summer 2018.	For Members of the Community Select Committee to receive an update on how Surrey Fire & Rescue Service is delivering against its Key Performance Indicators. The report will also provide an opportunity for Members to consider preparations by Surrey Fire & Rescue Service for an inspection by HMICFRS which is expected to take place in Summer 2018.	Agenda item
7 June 2018	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. Members will also	The report will be an opportunity for Members to review and comment on SFRS's strategic plans and how it is delivering against these. The Committee will also receive details on progress against the Blue Light Collaboration initiative to understand the challenges to collaboration with blue light partners as	Agenda item

		scrutinise work to progress the blue light collaboration initiative.	well as in other areas identified for collaboration.	
7 June 2018	Review of Local and Joint Committee Arrangement	Surrey County Council is currently undertaking a review of its local and joint committee arrangements to improve how they work together as well as how they engage with residents to improve services deliver locally.	For the Select Committee to review the report to be submitted to Cabinet on the review of Local and Joint Committee arrangements.	Agenda item
13 September 2018	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	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
TBD	Surrey Performing Arts Library – Update on Options for the Future	At its meeting on 8 February, the Committee agreed to review progress against the development of NewSPAL as well as considering the performance of Option 1 at its meeting in February 2019 or before.	In development	Agenda Item
TBD	Watts Gallery	To provide Members of the	In development	Agenda item

		Communities Select Committee with information on the terms and conditions of the for year funding agreement which the Council has entered into with the Watts Gallery.		
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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 Surrey, whilst achieving required savings within the MTFP.	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

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

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
13 June 2018	Staff Resources	Agency Staffing Update	Scrutiny of agency staffing (as per six-monthly update requested October 2017) including: <ul style="list-style-type: none"> • progress update on Adecco contract • procurement policy • temporary staff appointments • management of expenditure (including expenditure trend on agency staff vs total staff) • trends (including conversion of agency staff to 	Report

			<ul style="list-style-type: none"> permanent staff) • details of the average costs for locum/bank/permanent social workers in both ASC and CSF 	
13 June 2018 NEW	IT & Digital Services	Digital Strategy and Delivery of Services	<p>Scrutiny of the implementation of the digital strategy, including-</p> <ul style="list-style-type: none"> • digital strategy- vision, approach and progress to date • digital services provided to front line services to ensure they run efficiently (including service specific examples such as the introduction of robotics in the pension’s administration service) • increased digitalisation of Surrey County Council services, including the digitalisation of services for residents and partners <p>costs associated with increased digitalisation</p>	Report
13 June 2018 NEW	Orbis Partnership	Orbis Business Plan	<p>Scrutiny of the Orbis business plan, to include-</p> <ul style="list-style-type: none"> • update on refreshed business plan and status of ‘integration’ plans and timescales • progress on Centres of Expertise <p>update on the development of KPI’s associated with the business plan</p>	
13 June 2018 NEW	Orbis Partnership	Orbis Public Law Business Plan	<p>Scrutiny of the Orbis Public Law business plan, to include-</p> <ul style="list-style-type: none"> • update on the business plan and ‘convergence’ timescales • update on the development of KPI’s associated with the business plan 	

			<ul style="list-style-type: none"> • progress on Centres of Expertise • update on the implementation of legal time-recording and cross-charging. <p>recruitment of childcare advocates including current advocate numbers, associated costs and demand levels.</p>	
13 June 2018 NEW	Civil Protection	Emergency Management, Business Continuity and Local Resilience	Scrutiny on the status of business continuity plans and an update on Government guidance stemming from the Grenfell Tower fire.	

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

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

Date of Meeting	Scrutiny Topic	Description	Outcome	Method
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.	To have assessed the work being undertaken in response to the consultation of the local plan.	Formal Report
10 May	Rights of Way	To consider what capital	To have assessed the added value of any capital	Formal Report

2018		investment may be required, and the role of volunteering assets and parish councils in maintaining public rights of way.	investment required and test the roles that the Voluntary Sector and Parish Councils can have.	
10 May 2018	Tackling Single Use Plastics	To consider how the Members should engage in developing Surrey's Single Use Plastic policy and strategy.	To have assessed potential options for the future development of a Single Use Plastic policy and strategy and suggest potential ideas for implementation.	Formal Report
NEW				
6 September 2018	Basingstoke Canal	To review options regarding sustainable management of the Basingstoke Canal.	To have made a recommendation to Cabinet on the sustainable future management solution for the Basingstoke Canal and made recommendations regarding the long term strategy and business objectives for the Canal.	Formal Report
6 September 2018	Converting Street Lighting To LED – Follow Up Report	To review the impact of proposed changes to street lighting	To have assessed how savings have been realised through the proposals and consider any effects of changes.	Formal Report
NEW				
6 September 2018	Surrey Wildlife Trust 3 Year Business Plan	To review the proposals for the Surrey Wildlife Trust 3 Year Business plan.	To have assured itself that the proposals for the 3 Year Business Plan were in line with best practice and offered the best value for money.	Formal Report
NEW				
6 September 2018	Electric Vehicle and Low Emission Strategy	In development	In development	Formal Report
NEW				
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 council is a joint owner.	Recommendations of this Task Group will enable the county 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 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, (<i>The MRG meets on an ad hoc basis as and when the service requires support.</i>)	To have ensured that the Surrey Wildlife Trust is fit for purpose for the remainder of its term	Bob Gardner, Matt Furniss, Richard Wilson, Stephen Cooksey
Ongoing	Surrey Waste Local Plan Member Reference Group	To Act as champions for the new Surrey Waste Local Plan with Member colleagues and community organisations on draft proposals developed as part of the emerging SWLP	To have given officers the perspective of members and other stakeholders, including communities and to have provided feedback on the approach taken for engagement with the public and stakeholders	Wyatt Ramsdale, Jonathan Essex, Richard Wilson, Matthew Furniss