

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

March 2013

### Task Groups

Task Group	Members	Responsible Officer	Key Reporting Dates	Commentary
<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 Tom-Phelps Penry Denise Turner-Stewart Michael Sydney</p>	<p>Tom Pooley</p>	<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 completed its witness sessions with key stakeholders.</p> <p>The final report will be submitted to Select Committee on 6 March 2013 and Cabinet on 26 March 2013.</p>
<p><b>Improving the Coordination and Quality of Work of Utilities Companies (Utilities Task Group)</b></p> <p><b>Purpose:</b> 1) To establish how the Council can work more effectively with utilities companies to better communicate and</p>	<p>Pat Frost (Chairman) Mike Bennison Stephen Cooksey Michael Sydney</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>Activities completed to date include publication of a press release and distribution of a survey to County Councillors and Parish Councils to help inform the review. A positive response was received.</p> <p>The Task Group has interviewed a number of witnesses from utilities companies and street works officers from neighbouring authorities.</p> <p>The final recommendations have been</p>

<p>co-ordinate street works.</p> <p>2) To improve the standard and quality of work carried out by utilities companies.</p>				<p>agreed and these were all approved by the Select Committee in January 2013.</p> <p>The report was well-received by Cabinet, and all of the Task Group's recommendations were approved on 5 February 2013.</p> <p>Follow-up work will be undertaken on a 6 monthly basis to monitor implementation of recommendations. This will be formally reported to the Select Committee.</p>
<p><b>Prioritisation of Highways and Highways Structures Maintenance Task Group</b></p> <p><b>Purpose:</b></p> <p>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 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</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 was completed in December 2012 and focused on drawing up a maintenance prioritisation system for highways structures.</p> <p>The Highways Maintenance Five Year Programme has been submitted to the Task Group for consideration and was considered at Select Committee in January 2013.</p> <p>The Select Committee will receive regular update reports in 2013 regarding the Five Year Programme.</p>

Structures Maintenance.				
<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) Pat Frost Chris Norman</p>	<p>Tom Pooley</p>	<p><b>Environment &amp; Transport Select Committee</b> Interim report: 31 May 2012 Final report: TBD, 2013</p> <p><b>Cabinet</b> Interim report: 24 July 2012 Final report: TBD, 2013</p>	<p>Interim report was considered by the 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 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 Surrey. A verbal update proposing an appropriate way forward will be given to the Select Committee in March 2013.</p> <p>The future work of the Task Group will be determined following the 2013 elections.</p>
<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>Jisa Prasannan</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 Jisa Prasannan</p>	<p><b>Children and Families Select Committee</b> 10 October 2012 30 January 2013 20 March 2013</p> <p><b>Cabinet</b> 26 March 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.</p> <p>The Task Group has completed all its witness sessions with services and partner agencies. The Task Group has also considered DCLG documents, benchmarking information, and the proposed performance management framework.</p> <p>A short update report, providing an interim response to the work of the Surrey Family Support Programme was presented to the Children and Families Select Committee on 30 January 2013.</p> <p>The Task Group are currently agreeing recommendations.</p> <p>The Task Group report will be considered by the Children and Families Select Committee on 20 March 2013, following which the Task Group will report to Cabinet on 26 March 2013.</p>
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### Member Reference Groups and Working Groups

<p><b>Adult Services Business Process Review Member Reference Group</b></p>	<p>Mel Few David Harmer Ernest Mallett Tim Hall</p>	<p>Leah O'Donovan</p>	<p><b>Adult Social Care Select Committee</b> Post-May 2013</p>	<p>A further meeting was held in February to discuss the scoping of a Rapid Improvement Event. Members felt that the RIE team had wrongly focused on the</p>
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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.	Keith Witham			middle of the assessment process rather than the very beginning. Officers have gone back to the RIE team to discuss requirements and the RIE is still scheduled to go ahead on 8 April with the summary meeting on 12 April, to which members will be invited.
<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.	Zully Grant-Duff Mark Brett-Warburton	Bryan Searle	<b>Council Overview &amp; Scrutiny Committee</b> 5 December 2012	A report was submitted to Committee in December 2012. The recommendations were then rewritten following discussion and presented to the Committee for final approval in February 2013. The response from Human Resources is an agenda item for the Committee meeting on 13 March 2013.
<b>Fire Governance Review Member Reference Group</b>	Chris Norman John Orrick	Julia Kinniburgh Jisa Prasannan	<b>Communities Select Committee</b> TBC	Member Reference Group will oversee and act as a sounding board for a project reviewing governance arrangements for the Fire and Rescue Service. The Group is currently being formed, with the intention that the first meeting will take place by early April 2013.
<b>Combined Cultural Services PVR Implementation Member Reference Group</b>	Angela Fraser David Munro Denis Fuller John Orrick	Sally Wilson	<b>Communities Select Committee</b> 11 March 2013	This Member Reference Group (MRG) has been created to ensure member involvement in the implementation of the combined Cultural Services PVR. Members sitting on this MRG have all been involved in at least one of the MRGs for the individual PVRs within Cultural Services. The first meeting of this MRG will take place on 11 March 2013.

<b>Registration</b>	Michael Bennison Dennis Fuller John Orrick	Peter Milton Sally Wilson Linda Aboe	<b>Communities Select Committee</b> 11 March 2013	Post Registration Service PVR, the Member Reference Group is monitoring the progress of the actions coming out of the PVR recommendations.
<b>Library</b>	Steve Cosser Chris Norman David Wood Michael Sydney Colin Taylor	Peter Milton Sally Wilson Rose Wilson	<b>Communities Select Committee</b> 12 March 2013	Post Registration Service PVR, the Member Reference Group is monitoring the progress of the actions coming out of the PVR recommendations.

### Completed Task Groups – Monitoring Report

<b>Championing Parents Task Group</b>  To identify what Surrey parents want from the Education system and how the Council can best champion their interests.	Dorothy Ross-Tomlin Clare Curran Carol Coleman Cecile White (Co-opted Member) Sean Whetstone (Co-opted Member) Duncan Hewson (Co-opted Member)	Damian Markland	<b>Education Select Committee:</b> 28 March 2012  <b>Cabinet:</b> 24 April 2012	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 was presented to the Committee in November 2012.
<b>Localism Task Group</b>  <b>Purpose:</b> To develop a vision for Localism in Surrey	Steve Cosser (Chairman) Eber Kington Sally Marks John Orrick	Jisa Prasannan	<b>Communities Select Committee</b> 15 March 2012  <b>Cabinet</b> 24 April 2012	The Report was welcomed by the Cabinet as it demonstrates the Council's commitment to Localism and partnership. All of the recommendations were accepted.  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 concluded in the Autumn of 2012.

				The Community Partnerships PVR has now concluded, but concerns were expressed at Council Overview & Scrutiny Committee (COSC) that the recommendations made by the Localism Task Group were not being fully considered. The Chairman of Communities Select Committee and the Chairman of COSC will be meeting with the Leader and the Cabinet Member to discuss these concerns.
<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>	Linda Kemeny Caroline Nichols Chris Pitt Jane Thornton (Co-opted Member; Action for Carers)	Leah O'Donovan	<p><b>Adult Social Care Select Committee</b> 18 May 2012</p> <p><b>Cabinet</b> not required</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><b>Occupational Therapy Assessments Task Group</b></p> <p><b>Purpose:</b> To identify any obstacles in the assessment process for Disabled Facilities Grant funding, specifically the process involving assessment</p>	Yvonna Lay Caroline Nichols Ernest Mallett Peter Hickman (Health Scrutiny representative)	Leah O'Donovan	<p><b>Adult Social Care Select Committee</b> February 2013</p> <p><b>Cabinet</b> not required</p>	The Task & Finish Group made its final report to the 14 February 2013 meeting. The Group concluded that the primary issue lied in the lengthy Disabled Facilities Grant process and this was best dealt with going forward by the already-convened joint County and Borough/District officer Disabled Facilities Grant group. The Committee will receive update reports from the officer group going forward. It also resolved to send the report and a letter setting out concerns to the relevant Government

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department for DFGs.