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If calling please ask for
Lisa Sampson

13 March 2018

Performance and Finance Select Committee

A meeting of the Committee will be held at **10.30am** on **Wednesday 21 March 2018**, at **County Hall, Chichester**.

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Indicative Timetable

Item 1	Declarations of Interests	10.30 – 10.40
Item 2	Minutes of the 18 January meeting	
Item 3	Urgent Matters	
Item 4	Capita Contract Performance Report	10.40 – 11.40
Item 5	West Sussex Plan indicators	11.40 – 12.00
Item 6	Total Performance Monitor	12.00 – 12.20
Item 7	Quarter 3 Capital Programme Performance Monitor	12.20 – 12.40
Item 8	Orbis Public Law	12.40 – 12.50
Item 9	Urgent Action procedure	12.50 – 13.00
	LUNCH	1.00 – 1.30
Item 10	Call-ins	1.30 – 2.30
Item 11	BPG Report	2.30 – 2.45
Item 12	Forward Plan of Key Decisions	2.45 – 2.55
Item 13	Possible Items for Future Scrutiny	
Item 14	Date of Next Meeting	

Agenda

1. Declarations of Interests

Members and officers must declare any pecuniary or personal interest in any business on the agenda. They should also make declarations at any stage such as an interest becomes apparent during the meeting. Consideration should be given to leaving the meeting if the nature of the interest warrants it. If in doubt, contact Democratic Services before the meeting.

2. Minutes of the previous meeting held on 18 January 2018

To confirm the minutes of the meeting of the Committee held on 18 January 2018, [attached](#).

3. Urgent Matters

Items not on the agenda which the Chairman of the meeting is of the opinion should be considered as a matter of urgency by reason of special circumstances,

including cases where the Committee needs to be informed of budgetary or performance issues affecting matters within its terms of reference which have emerged since the publication of the agenda.

4. **Capita Contract Performance Report**

A report by the Director of Finance, Performance and Procurement, setting out the current performance of the Capita contract as well as providing an update on the reviews which took place throughout 2017, [attached](#).

The Committee is asked to note the progress being made as part of the Action Plan and individual Business Cases across specific areas of the contract, consider and comment on the performance of contracts being delivered by the Capita Partnership, and identify any areas or aspects of contract management for future consideration by the Committee in relation to the Capita partnership.

5. **West Sussex Plan indicators**

A presentation given by the Chief Executive to Cabinet Board on 20 February 2018 detailing changes to the targets and indicators, [attached](#).

The Committee is asked to support the indicators and targets as set out in [Appendix A](#).

6. **Total Performance Monitor**

A report by the Director of Finance, Performance and Procurement, setting out the performance and finance position as at the end of December 2017, [attached](#).

The Committee is asked to examine the data and supporting commentary for the December TPM and make any relevant recommendations for further scrutiny by the Committee, for action by the Cabinet Member or a relevant service Select Committee.

7. **Quarter 3 Capital Programme Performance Monitor**

A report by the Executive Director of Economy, Infrastructure and Environment, setting out a status position on the Capital Programme as at 31 December 2017, [attached](#).

The Committee is asked to review, comment on and make any relevant recommendations for action to the Cabinet Member in relation to the quarterly performance report of the capital programme.

8. **Orbis Public Law**

A report by the Director of Law and Assurance, [attached](#).

The Committee is asked to note, consider and comment on the report.

9. Urgent Action Procedure

The Director of Law and Assurance to attend the meeting to provide a verbal briefing to the Committee explaining the operation of the procedure for urgent action, and to answer member questions.

The Committee is asked to consider whether any clarification or review of the procedure is required.

10. Call-ins

The Performance and Finance Select Committee Business Planning Group has agreed to call in the proposed decision by the Cabinet Member for Finance and Resources concerning the Review of Fees and Charges for 2018/19 - decision published on the Executive Decision Database on 14 February 2018 and in the Members' Information Service on 21 February 2018 FR18 (17/18).

The decision report asked the Cabinet Member for Finance and Resources to agree:

- That the discretionary fees and charges as set out in this report and at Appendix A, take effect from 1 April 2018, unless otherwise stated in this report, and
- That the ability to deviate from the recommended fees and charges, on a case by case basis, where to do so could stimulate further demand for County Council services but without incurring disproportionate costs is delegated to officers (CLT members or above).

- a) Decision report by Director of Finance, Performance and Procurement – [attached](#).

The call-in was initiated by Mr Jones, supported by Mr Quinn, Mrs Smith and Mr Oxlade. The decision has not previously been previewed by the Performance and Finance Select Committee.

- b) Call-in request – [attached](#).

Mr Jones has been invited to outline the reasons for the call-in request to the Committee.

Mr Hunt (Cabinet Member for Finance and Resources) has been invited to address the Committee and answer questions.

Katharine Eberhart, Director of Finance, Performance and Procurement will also be in attendance.

- c) Briefing paper on the response from the Cabinet Member for Finance and Resources – [attached](#).

A Supplementary amended decision report was tabled at the meeting – [Amended FR18 \(17.18\) Report](#)

The Committee is invited to consider the issues raised in the call-in request and to make recommendations to the Cabinet Member accordingly.

11. Business Planning Group Report

A report by the Chairman of the Business Planning Group, [attached](#).

The Committee is asked to support the updates to the work programme as recommended by the Business Planning Group, and to note the latest Task and Finish Group Rolling Programme and comment accordingly.

12. Forward Plan of Key Decisions

Forward Plan of Key Decisions, [attached](#).

Any revised version of the Forward Plan published between agenda despatch and the date of the meeting will be sent to follow or tabled on the day.

The Committee is invited to consider whether it wishes to enquire into any of the forthcoming decisions within its portfolios.

13. Possible Items for Future Scrutiny

Members to mention any items which they believe to be of relevance to the business of the Select Committee and suitable for scrutiny, e.g. raised with them by constituents, arising from central government initiatives etc.

14. Date of Next Meeting

The next scheduled formal meeting of the Committee is to be held on 18 May 2018, at County Hall, Chichester. The meeting will commence at 10.30am.

Probable agenda items include:

- Total Performance Monitor – Outturn / February
- End of Year Capital Programme Performance Monitor
- Transformation Programme/Strategic Partner

Any member wishing to place an item on the agenda for that meeting must notify the Director of Law and Assurance by 8 May 2018.

To all members of the Performance and Finance Select Committee