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12 March 2019

Performance and Finance Select Committee

A meeting of the committee will be held at **10.30 am** on **Wednesday, 20 March 2019** at **County Hall, Chichester**.

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Agenda

- 10.30 am 1. **Declarations of Interest**
- 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 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 please contact Democratic Services before the meeting.
- 10.30 am 2. **Minutes of the last meeting of the Committee** (Pages 5 - 16)
- The Committee is asked to agree the minutes of the meeting held on 17 January 2019 (cream paper).
- 10.30 am 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.
- 10.45 am 4. **Capita Partnership Performance Report Review** (Pages 17 - 30)
- 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 any improvement plans which were in place during 2018/19.

The Committee is asked to consider and comment on the performance of contracts being delivered by the Capita partnership.

11.15 am 5. **Total Performance Monitor as at end of December 2018**
(Pages 31 - 74)

A report by the Director of Finance, Performance and Procurement setting out the performance and finance position as at the end of December 2018.

The Committee is asked to examine the data and supporting commentary for the December 2018 Total Performance Monitor (TPM) and make any relevant recommendations for action to the Cabinet Member or a relevant Select Committee.

12.30 pm 6. **Capital Programme Quarter 3 Performance Monitor Report** (Pages 75 - 92)

A report by the Executive Director of Economy, Infrastructure and Environment, providing a status position on the Capital Programme as at end of December 2018.

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.

1.00 pm 7. **Business Planning Group Report** (Pages 93 - 100)

An update report informing the Committee of the Business Planning Group meeting held on 25 February, setting out the key issues discussed.

The Committee is asked to endorse the contents of the report, support the updates to the Committee's work programme as recommended by the Business Planning Group and reflected in Appendix A, and note the latest Task and Finish Group Rolling Programme attached as Appendix B and make comments accordingly.

1.10 pm 8. **Requests for Call-in**

There have been no requests for call-in to the Select Committee and within its constitutional remit since the date of the last meeting. The Director of Law and Assurance will report any requests since the publication of the agenda papers.

1.10 pm 9. **Forward Plan of Key Decisions** (Pages 101 - 130)

Extract from the Forward Plan dated 11 March 2019.

An extract from any Forward Plan published between the date of dispatch of the agenda and the date of the meeting will be

tabled at the meeting.

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

1.10 pm 10. **Possible Items for Future Scrutiny**

Members to raise 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.

If any member puts forward such an item the Committee's role at this meeting is to assess, briefly, whether to refer the matter to its Business Planning Group (BPG) to consider in detail.

1.15 pm 11. **Date of Next Meeting**

The next meeting of the Committee will be held on 22 May 2019 at 10.30am at County Hall, Chichester. Probable agenda items include:

- Total Performance Monitor report – March and end of 2018/19
- Capital Programme Quarter 4 and end of 2018/19 Performance Monitor report
- Annual Scrutiny Newsletter for 2018/19

Any member wishing to place an item on the agenda for the meeting must notify the Director of Law and Assurance by 14 May 2019.

To all members of the Performance and Finance Select Committee