

Performance and Finance Select Committee

12 July 2019

Business Planning Group Report

Report by Chairman, Business Planning Group

Executive Summary

Each Select Committee has a Business Planning Group (BPG) to oversee the Committee's work programme and prioritise issues for consideration by the Committee.

This report provides an update to the Committee from the latest Performance and Finance Select Committee (PFSC) BPG meeting held on 17 June 2019 setting out the key issues discussed.

Changes to the interim work programme are reflected in the PFSC work programme included as Appendix A.

The Committee is also responsible for the over-arching review of Scrutiny Task and Finish Groups (TFGs). The Committee is asked to review the Task and Finish Group (TFG) rolling progress report included as Appendix B.

Focus for Scrutiny

The Committee is asked to support the updates to the work programme as recommended by the Business Planning Group and reflected in the updated work programme at Appendix A to ensure that the highest priority issues are being scrutinised. The Committee is also asked to note the Task and Finish Group Rolling Programme attached as Appendix B.

1. Introduction

The BPG met on 17 June 2019, members in attendance were Mr Montyn (Chairman), Mr Catchpole, Mr Crow and Mr Jones. Dr Walsh was absent. The Head of Finance attended for all items discussed.

2. 17 June 2019

2.1. The Cabinet Member for Corporate Relations and Cabinet Member for Finance and Resources were invited to the meeting to outline and discuss their priorities for the next year. This will help to inform the committee's work programme.

2.2. The **priorities outlined by the Cabinet Member for Corporate Relations** include:

- the Whole Council Design programme – particularly in relation to any capital investment required and savings to be achieved;
- the work which is currently underway to determine how services will be provided when the current contracts with Capita expire in 2022. This includes both the IT Outsourcing and Support Services Outsourcing contracts (ITO & SSO); and
- Human Resources – work is underway to improve the appraisal completion rates and processes in relation to performance management.

The issues above will be included within the committee's work programme and reviewed at an appropriate time.

2.3. The **priorities outlined by the Cabinet Member for Finance and Resources** include:

- Managing the 2019/20 budget which the committee will review through the quarterly Total Performance Monitor (TPM);
- The development and agreement of the 2020/21 budget. The budget timeline for this has been agreed and will be followed to enable scrutiny at key points in the process. Strategic savings decisions will be scrutinised by the appropriate select committee at an appropriate time;
- The development and agreement of the Capital Programme which will be approved by County Council in February;
- PropCo Joint Venture arrangements – this was scrutinised at the committee in May and a further report is planned to be presented to committee in October. This will be either a further decision preview report or a substantial update on the work undertaken;
- Assets – work continues to make the best use of the County's assets through the Asset Strategy and programmes such as One Public Estate.

The issues above will be included within the committee's work programme and reviewed at an appropriate time.

2.4. The Chief Information Officer attended the meeting to provide members with an update on the refresh of the **IT Strategy** as requested by a member at the March meeting of PFSC. Members of the BPG reviewed the draft Strategy and agreed that they were satisfied with the work underway and that scrutiny by the full committee was not required.

2.5. The Strategic Contracts and Supplier Relationship Management Lead attended the meeting to provide information to members on the **strategic and business critical contracts** in the committee's portfolio area. This was a recommendation from the Contracts Management TFG which reported to the committee in July 2018. The information will be regularly presented to BPGs in order to improve member awareness of contracts and to identify any areas of concern that may require further scrutiny. The BPG determined that they were satisfied with the information currently presented, that work is underway to standardise the information monitored in relation to contracts, and that no scrutiny was required by the full committee at this stage.

- 2.6. Members of the BPG considered and agreed the Terms of Reference for the reconvening **Contract Management TFG**. The Group is expected to reconvene in Autumn 2019 to review progress on the recommendations agreed in July 2018. It has also been agreed that the remit of the TFG will be extended to include consideration of how the Social Value Act is being embedded in contract management processes and to address issues of procurement governance and assurance.

3. **Scrutiny Work Programme Planning**

- 3.1 Members of the BPG reviewed the outstanding items on the current work programme. Appendix A details the items and timings to be reviewed as part of the 2019/20 work programme for the Committee. These changes include:-
- Agreement for an informal session to be held at the close of the formal meeting in July to enable members to reflect on the 2020/21 budget process to date and determine any specific issues for further scrutiny/review.

4. **Scrutiny Task and Finish Groups**

- 4.1 The progress report of Task and Finish Groups is attached as Appendix B. This includes the current position of the Groups established as part of the Scrutiny Work Programme which was approved at County Council in December 2017.

5. **Implications**

- 5.1 There are no resource, risk management, Crime and Disorder Act or Human Rights Act implications arising directly from this report. However, if any substantive reports to the Committee have implications, an Equality Impact Report will be included in appropriate substantive reports to the Committee.

Pieter Montyn

Chairman, Performance and Finance Select Committee Business Planning Group

Contact Susanne Sanger, 033 022 22550

Appendices

A PFSC Work Programme 2019/20
B Scrutiny TFG Rolling Progress Report

Background Papers

None