

Performance & Finance Select Committee

5 December 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 11 November 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. Background

- 1.1. The Business Planning Group (BPG) met on 11 November, members in attendance: Mrs Dennis (Chairman) and Dr Walsh in Chichester and Mr Catchpole and Mr Jones in Horsham. Also present were: Vicky Chuter (Corporate Finance), Emma Ford (Resource Services), Rob Castle and Susanne Sanger (Democratic Services).

2. Notes of the previous meeting

- 2.1. Mr Jones had been appointed as Labour Party representative on the Contracts Management Task & Finish Group. Mrs Dennis to appoint a Conservative Party Member to the Group to fill the Conservative vacancies that have arisen due to Mr Jupp and Mr Crow moving to the Cabinet. The final meeting of the Group will be postponed till the Membership has been agreed. This will mean the final report from the Group will not be ready for scrutiny in January.
- 2.2. Resolved – that the notes of the meeting held on 17 June 2019 are agreed.

3. CIPFA Financial Review

- 3.1. Mrs Dennis reported that a review had recently been commissioned from CiPFA to examine the financial health of the organisation. The review focussed on operational processes, so it was not considered necessary for formal scrutiny to take place by either the Business Planning Group (BPG) or the full Committee

4. Whole Council Design Update

- 4.1. The BPG expressed concerns around the risk to savings as a result of the slow progress of the programme. A review into Whole Council Design is currently underway. Members requested further information be included within the quarterly TPM reports in order to strengthen the monitoring/scrutiny by Members.
- 4.2. Resolved – Director of Finance and Support Services to produce an overview report on Whole Council Design for Committee on 5 December.

5. Procurement of a Business Management Solution

- 5.1. The Council was continuing to investigate three options for the procurement of a new system - an Enterprise Resource Planning (ERP) lite system; best in breed and a shared services model. The procurement is part of the transformation programme.
- 5.2. Resolved – the Business Planning Group to be informed when the Cabinet Member decision to commence procurement is published so that the timing of any future scrutiny can be determined.

6. Contract Management Monitoring

- 6.1. Summary sheets for the business-critical contracts within the PFSC portfolio area were presented and reviewed. The BPG raised no specific concerns with contract performance and recognised that a lot of work was being done on business continuity plans in preparation for Brexit, these are being updated as new contracts emerge.

7. Work Programme planning for 2019/20

- 7.1 The following changes to the Work Programme were made: -
- All Members to be invited to attend the Committee meeting on 5 December for the item on Medium Term Financial Strategy/Budget Update and allow them to ask questions
- 7.2 Further to the BPG meeting the Pre-Agenda meeting for 5th December committee agreed that the PropCo Joint Venture decision preview item should be postponed to the January meeting of the committee. This is due to the delay in appointing consultants for the project. The consultants have now been appointed and work is underway.

8. Date of the next meeting

- 8.1. Members noted that the next BPG meeting will be held at 10.30 on 2 March 2020.

Additional Points

- BPG requested that the Risk Register should be included with the Total Performance Monitor report that goes to Committee and that all service committees should see the risk register items relevant to them

9. Implications

- 9.1. 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.

Joy Dennis

Chairman, Performance and Finance Select Committee Business Planning Group

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Appendices

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

Background Papers

None