

## **Performance and Finance Scrutiny Committee**

**March 2020**

### **Business Planning Group Report**

#### **Report by Chairman of the Committee**

### **Summary**

Each scrutiny 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 Scrutiny Committee (PFSC) BPG meeting held on 2 March 2020 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.

The Group also agreed to establish two TFGs; to preview the decision on the Award of Contract: Business Management Solution and to input to the work being undertaken in relation to the future options for the delivery of the back office functions currently delivered through the SSO contract provided by Capita in preparation for the contract end in September 2022.

### **The 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.

The committee is asked to agree the draft Terms of Reference for the proposed TFG on the 'Award of contract: Business Management Solution' and seeks volunteers to sit on the Group.

The Chairman will summarise the output of the debate for consideration by the Committee.

## **1. Background and Context**

- 1.1 The Business Planning Group (BPG) met on 2 March, members in Attendance were Mrs Dennis (Chairman), Mr Catchpole, Mr Waight and Mr Jones. Dr Walsh gave apologies.
- 1.2 The focus for the meeting was to develop a work programme for 2020/21. The Cabinet Member for Finance and Cabinet Member for Economy and Corporate Relations therefore attended the meeting to outline their portfolio priorities over the next year. Officers attended to support the Cabinet Members.
- 1.3 The Group agreed that an informal session would take place on the rise of the formal committee meeting in March to enable all members of the committee to present their priorities for including in the 2020/21 work programme. The work programme will be presented to the July committee meeting for agreement before approval at July County Council.

## **2. Work Programme Planning**

### **2.1 Cabinet Member for Finance**

- 2.2 Jeremy Hunt, Cabinet Member for Finance, attended the meeting to outline his portfolio priorities over the next year. These include:

- **2021/22 budget** – work is underway in terms of the budget for next year. An early Member Day is scheduled to take place in June which builds on the positive feedback on the budget timeline which was followed for the 2020/21 budget process. PFSC will be included at the key points throughout the cycle. Members of the BPG requested that a budget timeline is shared with the committee and all Members. A budget impact report may be presented to the May committee meeting for scrutiny if the national budget contains significant implications for local authorities. Changes to fees and charges will be available for scrutiny later in the year to fit with the budget timeline.
- A review of the information included within the **TPM** to ensure it still meets the needs of its audience. This will include requests from PFSC to include risk information, finance impact of the Improvement Plans in place, and the format of the performance data.
- **PropCo Joint venture** – this is ongoing work and a report will be presented to PFSC for review later in the year.
- **Horsham Enterprise Park** – a progress report will be brought to committee at an appropriate time for the committee to review the development.
- **Horsham Blue Light project** – the full business case will be presented to PFSC when it is complete.
- **Asset Strategy/Policy** – members of the BPG requested a progress report is presented to the May meeting of the committee to provide members with assurance that the assets of the County are being managed effectively. The strategy should include an update/outline of

the One Public Estate projects and feasibility studies being completed with partner organisations.

### 2.3 Cabinet Member for Economy and Corporate Relations

2.4 Bob Lanzer, Cabinet Member for Economy and Corporate Relations, attended the meeting to outline his portfolio priorities over the next year. These include:

- **Whole Council Design/Transformation Programme** – a report is presented to the March meeting of the committee setting out what has been achieved to date and an outline of the future direction of the programme and work to be taken forwards.
- **Workforce/People Strategy** – a report was expected at the March meeting of the committee, however due to senior officer changes this will be postponed to a future meeting in order that the newly appointed HR Director can develop the Strategy.
- Economy and Growth Deals – the **Economic Growth Plan Annual Report** will be presented to the July meeting of the committee. This will provide an up-date on progress to date within the economy portfolio area and growth plans and plans for future years.
- **Capita performance** – the annual performance report will be presented to the May meeting of the committee. The Group also agreed to establish a TFG to input to the work being undertaken in relation to the future options for the delivery of the back-office functions currently delivered through the SSO contract provided by Capita in preparation for the contract end in September 2022. The draft Terms of Reference for the group will be presented at the May committee meeting for agreement.
- **Facilities Management** – a review will be undertaken on the costs of the corporate estate with a view to re-prioritising maintenance/improvement activities. A report will be available later this year.

2.5 The BPG also agreed to establish a one-meeting TFG to preview the decision in relation to the award of a contract for a Business Management Solution. The draft terms of reference (ToR) for the Group are attached as Appendix C. The committee is asked to agree the ToR and membership of the Group.

2.6 The Chairman informed the Group that the Chairman of ECSC has requested 2 members of PFSC be asked to contribute to the Waste Disposal Strategy TFG due to the financial implications of the strategy. The Group supported the request and volunteers will be sought.

2.7 The Group requested that a report setting out the findings, recommendations and actions from the Corporate Improvement Plan and Good Governance Project is presented to the committee. This should include an outline of the working arrangements with East Sussex County Council.

## 3. **Implications**

- 7.1 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 Scrutiny Committee Business Planning Group

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**Appendices**

- A PFSC Work Programme 2020/21
- B Scrutiny TFG Rolling Progress Report
- C Draft Terms of Reference for TFG 'Award of contract: Business Management Solution'

**Background Papers**

None