

**Performance and Finance Scrutiny Committee Work Programme  
September 2022 - January 2023**

<b>Topic</b>	<b>Type of scrutiny</b>	<b>Timing</b>
<p><b>Quarterly Performance and Resources Report (PRR)</b></p> <p>Performance, risk and budget monitoring: ongoing strategic monitoring of performance, finance, workforce, risk, transformation programme and capital programme.</p>	Performance	<p>Qtr1 September 2022</p> <p>Qtr2 November 2022</p>
<p><b>Staffing and cultural issues arising from scrutiny of the PRR</b></p> <p>As requested at committee in November 2021 when the People Framework was reviewed. Scrutiny in this area should be at a strategic level using the KPIs monitored in the PRR as a reference and to identify any areas of concern.</p> <p><b>Focus for scrutiny agreed by the BPG:-</b></p> <ul style="list-style-type: none"> <li>• Outcomes/targets included within the PRR, People Framework and Smarter Work Programme are co-ordinated and meet the changing needs of the workplace post Covid-19;</li> <li>• Any necessary improvements to organisational culture, working practices, productivity and staff well-being have been identified and progress is being made in monitoring, managing and achieving outcomes/targets set;</li> <li>• Staff have been included and engaged in the development of the changing requirements;</li> <li>• The HR Re-design is in progress and being developed to ensure the outcomes of the Council Plan and savings requirements can be met.</li> </ul>	Performance	September 2022
<p><b>Smartcore Project</b></p> <p>Progress and implementation of the Smartcore Project including costs, benefits and targets to be achieved.</p> <p><b>Focus for scrutiny agreed by the BPG:-</b></p> <ul style="list-style-type: none"> <li>• Project is on-track to achieve the outcomes and benefits identified;</li> </ul>	Performance	September 2022

Topic	Type of scrutiny	Timing
<ul style="list-style-type: none"> <li>• Costs and timeline of the project have been managed and monitored to ensure the project is implemented within timescales and budget;</li> <li>• An implementation plan is developed including staff engagement and training;</li> <li>• Performance targets have been established to monitor on-going effectiveness and efficiency of the new system.</li> </ul>		
<p><b>Multi-Disciplinary Consultant</b></p> <ul style="list-style-type: none"> <li>• to scrutinise the new working arrangements being established with the consultant and also to ensure lessons have been learnt from an evaluation of the current arrangements.</li> </ul> <p>Focus for scrutiny to be agreed</p>	Performance	November 2022
<p><b>Medium Term Financial Strategy</b></p> <p>Scrutiny of the MTFS as part of the 2023/24 budget development process.</p> <p><b>Focus for scrutiny agreed by the BPG:-</b></p> <ul style="list-style-type: none"> <li>• That the MTFS considers the implications of national changes on the County Council's financial position and that these are monitored to ensure the Council's financial position is understood and amended as necessary;</li> <li>• The financial position of the Council is clearly set out and any growth and/or savings requirements are identified;</li> <li>• Assumptions being made when setting the MTFS are clear;</li> <li>• Objectives of the Council Plan are reflected in the available financial envelope;</li> <li>• There is sufficient information in terms of risk and how these will be managed and mitigated.</li> </ul>	Budget	November 2022
<p><b>TBC – Pre-decision scrutiny of any proposals arising from the budget process in relation to the portfolio responsibilities of the committee</b></p>	Budget	November 2022 (if required)
<p><b>Property Joint Venture Partnership and Development Projects</b> (postponed from June 2022)</p>	Performance	November 2022

<b>Topic</b>	<b>Type of scrutiny</b>	<b>Timing</b>
<p>Review of the progress of setting up the JV partnership and achievement of the partnership aims.</p> <p><b>Focus for scrutiny agreed by the BPG:-</b></p> <ul style="list-style-type: none"> <li>• Satisfactory progress has been made in establishing the JV arrangements;</li> <li>• Governance arrangements and working practices have been agreed to ensure that the outcomes can be managed and monitored effectively;</li> <li>• A plan of development sites has been agreed and work is underway to commence work on these to ensure the best outcomes for the Council can be achieved.</li> </ul> <p>The Committee may scrutinise individual projects as they arise.</p>		
<p><b>Horsham Enterprise and Broadbridge Heath Retail developments</b></p> <p>A progress report was requested for these 2 large-scale property developments due to them being 'amber rated' in the Capital Programme as at the end of Dec 2021 (Qtr3 PRR).</p> <p>Extra detail has been requested to be included within the 2022/23 Qtr1 PRR setting out the current status of the projects.</p>	Performance	September 2022
<p><b>Council Plan and Budget 2023/24</b></p> <p>Scrutiny of the Council Plan and draft budget ahead of agreement at Cabinet and approval at County Council in February 2023</p> <p><b>Proposed Focus for scrutiny:-</b></p> <ul style="list-style-type: none"> <li>• That the Council Plan remains relevant and appropriate and continues to prioritise the outcomes we want to achieve for the people in West Sussex;</li> <li>• Ensuring that the budget presented, including the additional investment to meet demand and other pressures and any proposed savings, are realistic and enable the achievement of the priorities and objectives agreed in the Council Plan;</li> </ul>		

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<ul style="list-style-type: none"> <li>• Ensuring that the level of reserves held ensures the County Council remains financially resilient;</li> <li>• That the change to Council Tax is justified and appropriate to meet the needs of the residents of West Sussex;</li> <li>• That the Capital Programme and Strategy meet the anticipated future needs of the County Council;</li> <li>• That the Treasury Management Strategy ensures financial risks are minimised, security of capital is ensured and that the borrowing needs of the capital programme are met within the authorised borrowing limit and the efficient management of funds;</li> <li>• That the proposed changes to fees and charges:- <ul style="list-style-type: none"> <li>○ meet the objectives of cost recovery or meet other financial or policy objectives,</li> <li>○ are reasonable and meet the needs and priorities of the Council, and</li> <li>○ that the impact of changes have been considered, with any unintended consequences, and mitigations to address these, identified.</li> </ul> </li> </ul>		
<b>Business Planning Group</b>		
<p><b>TFG Capital Programme</b></p> <p>BPG agreed that the proposed TFG reviewing the Capital Programme should be postponed as satisfactory progress is reported through the PRR. BPG to monitor future PRR and need for TFG.</p>	Performance, and budget	June/Sept 2022
<p><b>BPG to monitor PRR</b> in relation to cyber security, Economy Plan, savings and change programmes and climate change to identify any issues arising for future scrutiny.</p>	Performance	TBC
<p><b>Grant funding</b></p> <p>BPG to determine whether scrutiny is required and how this may be carried out in relation to how we seek additional funding to bridge budget challenges.</p>	Budget	TBC
<p><b>TFG proposed to review arrangements in relation to</b></p>	Performance	TBC

Topic	Type of scrutiny	Timing
<p><b>commissioning/procurement/contract management.</b></p> <p>BPG to consider outcomes required. Potential timescale of March 2023.</p>		
<p><b>Smarter Working Programme</b></p> <p>BPG to consider the outcomes and implications of the Smarter Working Programme and whether any more in-depth scrutiny is required (as requested at June PFSC meeting).</p>	Policy	Nov BPG

**Appendix A – Checklist**