

**Performance and Finance Scrutiny Committee Work Programme  
November 2022 - March 2023**

<b>Topic</b>	<b>Type of scrutiny</b>	<b>Timing</b>
<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>Agreed 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 any additional investment to meet demand and other pressures and the proposed savings, are realistic and enable the achievement of the priorities and objectives agreed in the Council Plan;</li> <li>• Ensuring that the level of reserves held ensures the County Council remains financially resilient;</li> <li>• That any 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>	<p>Budget</p>	<p>January 2023</p>

<b>Topic</b>	<b>Type of scrutiny</b>	<b>Timing</b>
<p><b>Recruitment and Retention</b></p> <p>Report setting out mitigating action in relation to Corporate Risk 11 as raised by the Committee at its 28 November 2022 meeting when considering the Performance &amp; Resources Report.</p> <p><b>Focus for Scrutiny:-</b></p> <ul style="list-style-type: none"> <li>• whether Members of the committee are satisfied with the mitigating actions being taken to manage Corporate Risk11 in relation to staff recruitment and retention across the Authority and that these actions are being effectively monitored through the governance process linked to the corporate risk register</li> <li>• that the cost and/or financial benefits of the actions have been considered, how they represent good value and whether there are sufficient HR resources available to support the actions</li> <li>• agree how the progress on implementing the identified actions will be reported to the committee ie in a further report to committee or through more information being included in the Qtr3 Performance and Resources Report (PRR)</li> </ul>	Performance	January 2023
<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	March 2023
<p><b>Smarter Working Programme</b></p> <p>Scrutiny of the findings and recommendations of the Smarter Working Programme with particular reference to the implications for the services within the committee’s portfolio responsibility; HR, Property, IT and Finance.</p> <p>Focus for Scrutiny to be agreed.</p>	Policy	March 2023
<p><b>IT Policy</b></p>	Policy	March 2023

Topic	Type of scrutiny	Timing
<p>Scrutiny of the up-dated IT Policy and the changes required as a result of the changing way the Council operates and how IT will support this. Committee to provide input to the changing Policy.</p> <p>Focus for Scrutiny to be agreed.</p>		
<p><b>SmartCore</b></p> <p>Scrutiny post-implementation of the Smartcore system to ensure aims, benefits and objectives of the new system have been achieved and that lessons have been learnt for future large-scale projects.</p> <p>Focus for Scrutiny to be agreed.</p>	Performance	June 2023
<p><b>Business Planning Group</b></p>		
<p><b>Committee and BPG to monitor PRR</b> in relation to Capital Programme (including Horsham Enterprise Park and Broadbridge Heath Retail Park), cyber security, Economy Plan, savings, 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 commissioning/procurement/contract management.</b></p> <p>BPG to consider outcomes required. Potential timescale of March 2023.</p>	Performance	TBC

**Appendix A – Checklist**