

## Performance and Finance Scrutiny Committee Work Programme

March 2023 – January 2024

Topic	Type of scrutiny	Timing
<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>Qtr3 March 2023</p> <p>Qtr4/End of Year June 2023</p> <p>Qtr1 September 2023</p> <p>Qtr2 November 2023</p>
<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 agreed by BPG in February 2023:-</p> <ul style="list-style-type: none"> <li>• That the aims and objectives of the proposals are clear and that they meet the needs of the Council Plan to ensure the priorities and targets of the County Council can be met and that there are no unintended consequences in relation to the services offered to clients/customers,</li> <li>• That the proposals are flexible enough to meet the changing needs and work practices of the County Council,</li> <li>• Service providers and officers have been involved and consulted on the proposals being recommended,</li> <li>• The cost, financial benefit and/or savings implications of the proposal, how it represents good value and whether sufficient resources are available to support implementation have been assessed,</li> <li>• That any significant risks to service provision have been identified and assurance sought</li> </ul>	Policy	March 2023

Topic	Type of scrutiny	Timing
<p>on the effectiveness of actions planned to manage these,</p> <ul style="list-style-type: none"> <li>• The proposals include a plan or commitment to meet the Council’s commitment to climate change and the reduction of the carbon footprint of the Council,</li> <li>• Plans are in place to monitor the implementation and impact of the proposal and identify how scrutiny could add value to this process in the future.</li> </ul>		
<p><b>Call-in – Property Disposal Marle Place, Burgess Hill</b></p> <p>Key lines of enquiry for the Committee include (by reference to the call-in request):</p> <ul style="list-style-type: none"> <li>• Whether sufficient effort has been made to ensure that community interests could be incorporated into the asset sale (as set out in the Council’s Asset Management Policy) and also how community interest could be secured</li> <li>• Whether the potential for a partial sale has been properly considered.</li> </ul>	Policy	March 2023
<p><b>Informal Session</b> – feedback on what has worked well and what could be done differently for feeding into the Scrutiny Annual Report.</p>	Performance	March 2023
<p><b>Scrutiny Annual Report</b></p> <p>Scrutiny of the Annual Report ahead of presentation to the July meeting of County Council.</p> <p>Focus for Scrutiny agreed by BPG:-</p> <ul style="list-style-type: none"> <li>• Does the report provide an accurate account of the effectiveness of the Council’s scrutiny function during the past year against the aims of: <ul style="list-style-type: none"> <li>○ Influencing policy ideas or proposals before they are developed.</li> <li>○ Spending time on matters critical to service outcomes for residents</li> <li>○ Providing meaningful challenge to the performance management of services</li> <li>○ Showing the difference scrutiny makes to service outcomes for residents</li> </ul> </li> </ul>	Performance	June 2023

Topic	Type of scrutiny	Timing
<ul style="list-style-type: none"> <li>Does it sufficiently identify best practice or lessons learned to be shared between scrutiny committees and areas of improvement or development</li> <li>Does it identify measures to help raise the profile of scrutiny and how should the report be presented to the next meeting of the County Council?</li> </ul>		
<p><b>SmartCore</b></p> <p>Scrutiny of the Smartcore system to ensure aims, benefits and objectives of the new system can be 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>Annual Appts of Committee Chairman, Vice-Chairman and Business Planning Group</b></p>	Committee Business	June 2023
<p><b>Informal Briefing Session on the Capital Programme</b></p> <p>To include implications of slippage and inflation on the Programme and also how schemes are prioritised.</p>	Policy	June 2023
<p><b>IT Policy and Digitisation Strategy</b></p> <p>Scrutiny of the Digitisation Strategy and the updated 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. To include implications of digital economy and e-commerce for the Council.</p> <p>Focus for Scrutiny to be agreed:-</p> <ul style="list-style-type: none"> <li>That the aims and objectives of the proposals are clear and that they meet the needs of the Council Plan to ensure the priorities and targets of the County Council can be met and that there are no unintended consequences in relation to the services offered to clients/customers,</li> <li>That the proposals are flexible enough to meet the changing needs and work practices of the County Council,</li> <li>That any significant risks to service provision have been identified and assurance sought</li> </ul>	Policy	September 2023

Topic	Type of scrutiny	Timing
<p>on the effectiveness of actions planned to manage these.</p> <ul style="list-style-type: none"> <li>That the requirements of e-commerce and the digital economy have been considered in the way the Council operates and develops in future.</li> </ul>		
<p><b>Social Value Charter</b></p> <p>Report to cover a review of the Charter to ensure it still meets the needs and objectives in the Council Plan, how the Charter is being applied and what has been achieved since the original Charter was developed.</p> <p>Focus for scrutiny to be agreed.</p>	Policy	TBC
<p><b>Procurement Act – change in legislation</b></p> <p>To cover how the Council will apply the legislation and implications of the Act on the workings of the Council, including what needs to be done differently to comply.</p> <p>Focus for scrutiny to be agreed.</p>	Policy	TBC
<p><b>Progress on the Joint Venture Partnership</b></p> <p>Scrutiny of the progress being made on the JV aims and objectives.</p> <p>Focus for scrutiny to be agreed.</p>	Performance	November 2023
<p><b>Recruitment and Retention</b></p> <p>Scrutiny of the progress made in improving the recruitment and retention of staff following initial scrutiny in January 2023. Related to Corporate Risk 11.</p>	Performance	January 2024
<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

Topic	Type of scrutiny	Timing
<p><b>TFG proposed to review arrangements in relation to commissioning/procurement/contract management.</b></p> <p>BPG to consider outcomes required, link to legislation changes.</p>	Performance	TBC

**Appendix A – Checklist**