

**Performance and Finance Scrutiny Committee Work Programme
September 2023 – March 2024**

Topic (including focus for scrutiny)	Type of scrutiny	Timing
<p>Quarter 1 (end of June) Performance and Resources Report (PRR)</p> <p>Focus for scrutiny: - The Committee is asked to consider the PRR. Its role is to monitor performance, finance and risk to identify any priorities for action by the Cabinet Member or senior officers or for including on the its work programme for more in-depth scrutiny.</p>	Performance	September 2023
<p>Medium Term Financial Strategy (MTFS)</p> <p>Focus for scrutiny: -</p> <ul style="list-style-type: none"> • That work to update the Council Plan and Medium Term Financial Strategy (MTFS) takes into account the right internal and external factors and that the impact on the Council’s financial position over the next five years is fully described and understood. • That the financial position takes proper account of pressures within the current year and considers whether these are short or long term • That the report takes account of the best available data and evidence on future demand and income pressures for medium term planning • That inflationary pressures are understood and adequately reflected across the five years based on latest forecasts by the Office for Budget Responsibility • That the approach to balancing the budget through reduced costs and increased income sets good foundations for being able to set a balanced budget for 2024/25 and future years. • That the objectives of the Council Plan can be achieved within the available financial envelope • That there is sufficient information in terms of risks and how these will be managed and mitigated, including through the provision of a contingency and uncommitted reserves 	Budget	September 2023

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<ul style="list-style-type: none"> That there is an appropriate level of assurance provided in the approach taken by officers and Cabinet in mitigating risk number 22 on the corporate risk register on financial stability. 		
<p>Outcomes of the Executive Task and Finish Group (TFG) – Careers and Skills</p> <p>Focus for scrutiny:-</p> <ul style="list-style-type: none"> That the recommendations meet the needs of the council in terms of the recruitment and retention issues being experienced and address the issues as raised in Corporate Risk (CR) 11. That the proposed actions are achievable and meet the priorities as set out in the Council Plan, specifically in relation to the best use of resources That work is underway to complete the proposed actions including the development of a 4-year strategic workforce plan. That sufficient resources are available to achieve the proposed actions. That the achievement of the actions is managed and monitored and progress reported through the PRR quarterly reports. 		September 2023
<p>Quarter 2 (end of September) Performance and Resources Report (PRR)</p> <p>Focus for scrutiny: -</p> <p>The Committee is asked to consider the PRR. Its role is to monitor performance, finance and risk to identify any priorities for action by the Cabinet Member or senior officers or for including on the its work programme for more in-depth scrutiny.</p>	Performance	November 2023
<p>Pre-decision scrutiny – Centenary House Durrington and the Property Joint Venture</p> <p>Focus for scrutiny: -</p> <ul style="list-style-type: none"> That the aims and objectives of the proposal fit with the Council Plan objective of ‘making best use of resources’ and the agreed objectives set by the Council for the Joint Venture (JV) arrangement That alternatives to the proposed transfer into the JV arrangement have been fully 	Key Decision scrutiny	November 2023

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<p>considered and reviewed against appropriate criteria and principles including value for money</p> <ul style="list-style-type: none"> • That the views and interests of stakeholders, including local members and any local community groups or partner agencies have been fully considered • that the committee supports the decision to transfer the Centenary House, Durrington site into the Joint Venture arrangement 		
<p>Progress on the Joint Venture (JV) Partnership</p> <p>Focus for scrutiny: -</p> <ul style="list-style-type: none"> • That satisfactory progress has been made in moving forward the Joint Venture partnership arrangement • That the aims/objectives of the arrangements are clear and meet the needs of the Council Plan and the Capital Programme to ensure the priorities and targets of the County Council can be met • That the governance arrangements and working practices are in place to ensure that performance and outcomes can be managed and monitored effectively • That work is underway on development sites to ensure the best outcomes for the Council can be achieved • Whether any significant risks have been identified and to seek assurance of the effectiveness of actions planned to manage these 	Performance	November 2023
<p>IT and Digitisation Strategy</p> <p>Focus for scrutiny: -</p> <ul style="list-style-type: none"> • That the new Strategy and up-dated policy addresses the changing requirements of the Council's workforce and customers • That the new Digital Infrastructure Strategy and IT Policy are joined up to ensure a co-ordinated approach • 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 	Policy	November 2023

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<p>consequences in relation to the services offered to clients/customers,</p> <ul style="list-style-type: none"> • That the proposals are flexible enough to meet the changing needs and work practices of the County Council, • That any significant risks to service provision have been identified and assurance sought on the effectiveness of actions planned to manage these • That the requirements of e-commerce and the digital economy have been considered in the way the Council operates and develops in future • That there is a staff engagement and communication plan to ensure officers are aware of the changes and any implications on the way they currently work 		
<p>Capita in-sourcing</p> <p>Focus for scrutiny to be agreed.</p>	Performance	November 2023
<p>To Be Confirmed - Budgetary implications</p> <p>Item pencilled in for any budgetary issues requiring scrutiny/review ahead of presentation of the Draft Budget in January 2024. If no scrutiny is required, the item will be removed from the Agenda.</p>	Budget	November 2023
<p>The Council Plan and Draft Budget 2024/25</p> <p>Focus for scrutiny to be agreed.</p>	Budget	January 2024
<p>Recruitment and Retention</p> <p>Focus for scrutiny to be agreed.</p>	Performance	January 2024
<p>Social Value & Procurement Strategy</p> <p>Focus for scrutiny to be agreed.</p>	Policy	January 2024
<p>Quarterly Performance and Resources Report (PRR)</p> <p>Focus for scrutiny: - The Committee is asked to consider the PRR. Its role is to monitor performance, finance and risk to identify any priorities for action by the Cabinet Member or senior officers or for including on the its work programme for more in-depth scrutiny.</p>	Performance	March 2024
<p>SmartCore Up-date</p> <p>Focus for scrutiny to be agreed.</p>	Performance	TBC

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Business Planning Group (BPG)		
Committee and BPG to monitor PRR 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.	Performance	TBC
Income levels and Grant funding BPG to determine whether scrutiny is required and how this may be carried out in relation to how we manage income levels and additional funding to bridge any budget challenges. Item, if agreed, to include consideration of benchmarking/comparative data.	Budget	TBC

Appendix A – Checklist