

## Performance and Finance Scrutiny Committee Work Programme to March 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	Quarter 3 March 2024
<p><b>Treasury Management Mid-Year Report 2023/24</b></p> <p>The committee has the responsibility to review and scrutinise Treasury Management policies and activities through regulatory and governance requirements. The Mid-Year Report will provide the position for treasury activities as at the end of September 2023 and highlights compliance with approved County Council policies.</p> <p>The BPG has agreed that the report will be circulated virtually for comment and input.</p>	Performance	November 2023 (virtual)
<p><b>The Council Plan and draft Budget 2024/25</b></p> <p>Scrutiny of the Council Plan and Budget 2024/25 ahead of agreement by Cabinet and approval at February 2024 County Council.</p> <p><b>Focus for scrutiny – Agreed</b></p> <p>Key lines of enquiry for scrutiny include:-</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>• That the KPIs effectively monitor the key priorities included in the Council Plan and the committee support any changes to the KPIs to be monitored in 2024/25</li> <li>• That the budget presented, including any additional investment to meet demand and other pressures and any proposed savings, are realistic and enable the achievement of</li> </ul>	Budget	January 2024

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<p>the priorities and objectives agreed in the Council Plan</p> <ul style="list-style-type: none"> <li>• 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 can be met within the authorised borrowing limit and the efficient management of funds</li> <li>• That the proposed changes to fees and charges meet the objectives of cost recovery or meet other financial or policy objectives, are reasonable and meet the needs and priorities of the Council</li> <li>• That the impact of changes have been considered, with any unintended consequences, and mitigations to address these, identified.</li> </ul>		
<p><b>IT 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 new Strategy and up-dated policy addresses the changing requirements of the Council's workforce and customers</li> <li>• That the new Digital Infrastructure Strategy and IT Policy are joined up to ensure a co-ordinated approach</li> <li>• That the aims and objectives of the proposals are clear and that they meet the needs of the Council Plan to ensure the</li> </ul>	Policy	March 2024

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<p>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,</p> <ul style="list-style-type: none"> <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 on the effectiveness of actions planned to manage these</li> <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> <li>• 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</li> </ul>		
<p><b>Social Value and Procurement Strategy</b></p> <p>Report to cover a review of the revised Social Value Charter and new procurement strategy to ensure they meet the needs and objectives in the Council Plan, how the Charter and strategy are being applied and what has been achieved since the original Charter was developed. Item to include any changes as a result of the Procurement Act update and processes/arrangements in place to ensure effective and efficient procurement is in place.</p> <p>Focus for scrutiny to be agreed.</p>	Policy	March 2024
<p><b>Business Planning Group (BPG)</b></p>		
<p><b>Committee and BPG to monitor PRR</b> in relation to Capital Programme, VFM, workforce (including recruitment and retention), cyber security, Economy Plan, savings, change programmes and climate change to identify any issues arising for future scrutiny.</p>	Performance	TBC
<p><b>Smartcore</b> – next stages of the programme to be scrutinised at the appropriate time.</p>	TBC	TBC

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<b>Property JV</b> – progress of the JV to be scrutinised at the appropriate time.	Performance	TBC
<p><b>Income levels and Grant funding</b></p> <p>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.</p>	Budget	TBC

**Appendix A** – Checklist