

## **Performance and Finance Select Committee**

**5 October 2018**

### **Business Planning Group Report**

#### **Report by Chairman, Business Planning Group**

#### **Executive Summary**

Each Select Committee has a Business Planning Group (BPG) to oversee the Committee's work programme and prioritise issues for consideration by the Committee.

This report provides an update to the Committee from the latest Performance and Finance Select Committee (PFSC) BPG meeting held on 13 September 2018 setting out the key issues discussed.

Changes to the interim work programme are reflected in the PFSC work programme included as Appendix A.

The Committee is also responsible for the over-arching review of Scrutiny Task and Finish Groups (TFGs). The Committee is asked to review the Task and Finish Group (TFG) rolling progress report included as Appendix B.

#### **Recommendations**

The Committee is asked to:

1. Support the updates to the work programme as recommended by the Business Planning Group and reflected in the updated work programme at Appendix A; and
2. Note the latest Task and Finish Group Rolling Programme, attached as Appendix B, and make any comments accordingly.

#### **1. Introduction**

The BPG met on 13 September 2018, members in attendance were Mr Montyn (Chairman), Mrs Dennis and Dr Walsh (part of the meeting). Mrs Mullins gave apologies.

#### **2. 13 September 2018**

- 2.1. Mr Lea was invited to attend the meeting to discuss the changes he proposed in relation to the **Quarterly Capital Programme Performance Monitor** which is received by the committee. Mr Lea proposed the changes in order to improve the understanding of the information and effectiveness of scrutiny of this item. The Capital Programme Manager also attended the meeting to

contribute to the discussion around what changes could be made to the reports.

- 2.2. The Group agreed that the information could be improved and requested further overview information be provided as an Appendix to the existing report; this should include a financial overview for the year and a RAG (red-amber-green) rating to indicate the progress of projects and provide some comparable information. The Appendix should include pipeline projects and reasons for any delay in starting, the performance of projects progressing and the benefits for those that are completed. The financial value of projects should be included. It was further agreed that Mrs Dennis and Mr Lea would meet the Capital Programme Manager to review the draft overview document. The intention is that this new style of reporting will be introduced for the Quarter 2 report.
- 2.3. The Head of Procurement and Contract Services attended the meeting to provide an update for Members on the implementation work taking place to embed the **Social Value Act** requirements into the Council's procurement and contract processes. This is largely achieved through the Sustainability Strategy and further work is taking place in relation to the apprenticeship scheme, engaging with the voluntary sector and identifying a Social Value Champion within the restructured Procurement Team.
- 2.4. Members supported the work and were keen to promote the economic and community benefits of working with small and medium enterprise businesses (SMEs) across the county. It was determined that a report was not needed at a formal select committee meeting but that an update on progress should be included within the remit of the Contracts Management TFG which is due to reconvene in late 2019.
- 2.5. Members also discussed a request made at the July meeting of the committee that a TFG should be established to consider the council's process for **contract negotiations**. The Group determined that the recommendations made through the recent Contract Management TFG around the involvement of BPGs in monitoring contracts could identify and address any contract negotiation issues. The Group therefore determined that the reconvened Contracts Management TFG would review whether any further work was required in this area.
- 2.6. The Director of Finance, Performance and Procurement addressed an issue raised by the Chairman into **investments to other Authorities** who were in financial difficulty. The Director confirmed that the practice is allowed within the Treasury Management Strategy and assured members that this is a mature and established market, that all investments are made through brokers and is secure as it is backed by the Government. It was agreed that the next Treasury Management report presented to the committee would expand on these investments to provide the necessary reassurance to the committee.
- 2.7. The **budget timeline** was briefly discussed with the Director of Finance, Performance and Procurement who confirmed that the timeline circulated to all members by the Leader in August was being followed. Pre-decision

scrutiny of savings included within the Forward Plan would be carried out by the individual Select Committees at the appropriate time.

### 3. **Scrutiny Work Programme Planning**

- 3.1 Members of the Group reviewed the outstanding items on the current work programme. Appendix A details the items and timings to be reviewed as part of the 2018/19 work programme for the Committee. These changes include:-
- All members to be invited to attend the October meeting for the What Matters to You? survey findings and Medium Term Financial Strategy items.
  - June and July TPM would be reviewed at the October committee meeting. Mr Crow would be asked to provide a verbal introduction to the items as the Chairman of the Executive TFG which has recently reviewed the format and content of the TPM reports.
  - Inclusion of an **OPE** report for the November meeting of the Committee.
  - **Social Value Act** – Members agreed to include an update on embedding the requirements in the remit of the reconvening Contracts Management TFG.
  - **Contract Management TFG** – to include the Social Value Act update and also address any issues raised through BPGs about contract negotiations.
  - **Angel's Nursery, Barnham** to remain on the October meeting Agenda to pre-view the decision in relation to the site.

### 4. **Scrutiny Task and Finish Groups**

- 4.1 The progress report of Task and Finish Groups is attached as Appendix B. This includes the current position of the Groups established as part of the Scrutiny Work Programme which was approved at County Council in December 2017.

### 5. **Implications**

- 5.1 There are no resource, risk management, Crime and Disorder Act or Human Rights Act implications arising directly from this report. However, if any substantive reports to the Committee have implications, an Equality Impact Report will be included in appropriate substantive reports to the Committee.

#### **Pieter Montyn**

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#### **Appendices**

Appendix A PFSC Work Programme 2018/19

Appendix B Scrutiny TFG Rolling Progress Report

#### **Background Papers**

None