

Performance and Finance Select Committee

20 March 2019

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 25 February 2019 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.

Focus for Scrutiny

The Committee is asked to support the updates to the work programme as recommended by the Business Planning Group and reflected in the updated work programme at Appendix A to ensure that the highest priority issues are being scrutinised. The Committee is also asked to note the Task and Finish Group Rolling Programme attached as Appendix B.

1. Introduction

The BPG met on 25 February 2019, members in attendance were Mr Montyn (Chairman), Mr Catchpole, Mrs Dennis and Dr Walsh. Mrs Mullins gave apologies. The Head of Finance attended for all items discussed.

2. 25 February 2019

- 2.1. The Programme Manager for the One Public Estate programme attended the meeting to brief Members of the BPG on the proposed decision to be taken shortly in respect of the design stage of the **Horsham Blue Light project**. The BPG received a draft decision report which set out the proposed details and financial implications of the project. Members asked a number of questions around the content of the report to ensure they understood and were satisfied with the scheme being taken forwards. The BPG requested that a full business case is brought to the committee for formal scrutiny at

the appropriate time, expected to be in November 2019. Scrutiny will be built into the decision timeline for the next stage of the project.

- 2.2. The Economic Growth Manager attended to provide a verbal update for the BPG on progress being made in developing the **Horsham Enterprise Park** (former Novartis site). The BPG requested that a report is brought before the committee in July outlining the business case for the project. It was also considered appropriate to invite members of the Environment, Communities and Fire Select Committee to attend the meeting due to the economic implications of the project.
- 2.3. The Chief Information Officer attended the meeting to provide members with an overview of the **performance of the Capita contract**. Members requested that a full report is reviewed at the March meeting of the committee. The report should contain a review of the annual performance in relation to the contract plus information around what arrangements are being developed for the end of the contract period (2022). Members also requested that a representative from Capita attend the meeting to answer member questions.
- 2.4. Members reflected on the **2019/20 budget process** with the Head of Finance. Members were generally satisfied with the process but wanted early engagement to take place in future years so that members were fully involved. They requested that a timeline for member engagement is developed and communicated early so that all members understood the process being followed.

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 2019/20 work programme for the Committee. These changes include:-
 - Agreement for an informal session to be held at the close of the formal meeting in March to enable members to reflect on what has worked well over the past year and what could be improved. This will also be reflected in the Annual Scrutiny Newsletter due to be presented to the PFSC meeting in May.
- 3.2 The Group requested that an officer attend the BPG meeting in June, following the Member Day in March, to identify any areas of the Whole Council Design project that require scrutiny by the committee.

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.

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.

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Appendices

Appendix A PFSC Work Programme 2019/20

Appendix B Scrutiny TFG Rolling Progress Report

Background Papers

None