

**Performance and Finance Scrutiny Committee Work Programme
June 2022 - November 2022**

Topic	Corporate or Service priority	Policy, Performance, outcome or budget	Timing
<p>Committee Administration</p> <p>Annual appointment to the role of Chairman, Vice Chairman and Business Planning Group</p>	Corporate	Admin	June 2022
<p>Asset Policy and Strategy</p> <p>To review the updated Asset Policy and Strategy document, taking into consideration any changes to work practices and feed in any comments to the review.</p> <p>Focus for scrutiny agreed by BPG:-</p> <ul style="list-style-type: none"> • Strategy meets the needs of the Council Plan to ensure the priorities and targets of the County Council can be met; • Strategy continues to be flexible enough to meet the changing needs and work practices of the County Council; • Strategy includes an understanding and commitment to how the carbon footprint of the Council's assets can be reduced; • Services have been consulted on their future needs and requirements when reviewing the strategy; • Principles of community asset transfer of public assets are included within the strategy to empower and strengthen local communities in order to meet local people's priorities. 	Corporate	Policy	June 2022
<p>Update on Early Help Asset Plan</p> <p>Report on the status of the Children and Family Centres as a result of the changes to early help provision.</p> <p>Focus for scrutiny agreed by BPG:-</p>	Corporate	Outcomes	June 2022

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<ul style="list-style-type: none"> • Plans are in place, or being developed, for each of the vacated buildings; • That consideration has been given to how vacated premises could be used by the community in future, subject to any usage restrictions, financial considerations or other constraints; • Property Team are sufficiently resourced to manage the level and complexity of the changes required to council building assets; • Local Members are consulted and informed of proposals in a timely manner. 			
<p>Scrutiny Annual Report</p> <p>Review of the Scrutiny Annual Report which will summarise the main outcomes of scrutiny, best practice, lessons learnt and any development issues identified during 2021/22.</p> <p>Report to also include information in relation to the development of an Executive-Scrutiny Protocol.</p> <p>Focus for scrutiny agreed by BPG:- To consider the Scrutiny Annual Report for 2021/22 and ask:</p> <ol style="list-style-type: none"> 1) Does it 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"> • Influencing policy ideas or proposals before they are developed. • Spending time on matters critical to service outcomes for residents. • Providing meaningful challenge to the performance management of services. • Showing the difference scrutiny makes to service outcomes for residents. 2) Does it sufficiently identify best practice or lessons learned to be shared between scrutiny committees 	Corporate	Performance	June 2022

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<p>and areas for improvement or development</p> <p>3) 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?</p> <p>To consider the draft Executive-Scrutiny Protocol and ask:</p> <p>4) Are there any points or issues that should be amended or added?</p> <p>5) Are the arrangements for member engagement in its development reasonable?</p> <p>6) Are there issues to raise at the meeting of Cabinet and scrutiny chairmen?</p>			
<p>Quarterly Performance and Resources Report (PRR)</p> <p>Performance, risk and budget monitoring: ongoing strategic monitoring of performance, finance, workforce, risk, transformation programme and capital programme.</p>	Corporate	Performance, outcome and Budget	<p>End of year July 2022</p> <p>Qtr1 September 2022</p> <p>Qtr2 November 2022</p>
<p>Treasury Management 2021/22 Annual Report</p> <p>Scrutiny of Annual Report to comply with TM Regulations and Guidance.</p> <p>Focus for scrutiny agreed by BPG:-</p> <ul style="list-style-type: none"> • That the security and returns of investments and borrowing activity complies with the approved Treasury Management Strategy; • That the impact of national and local situations, including Covid-19, on future TM activities is being managed and monitored effectively. 	Corporate	Performance	July 2022
<p>Staffing and cultural issues arising from scrutiny of the PRR</p>	Corporate	Performance	September 2022

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<p>As requested at committee in November 2021 when the People Framework was reviewed. Scrutiny in this area should be at a strategic level using the KPIs monitored in the PRR as a reference and to identify any areas of concern.</p> <p>Focus for scrutiny agreed by the BPG:-</p> <ul style="list-style-type: none"> • Outcomes/targets included within the PRR, People Framework and Smarter Work Programme are co-ordinated and meet the changing needs of the workplace post Covid-19; • Any necessary improvements to organisational culture, working practices, productivity and staff well-being have been identified and progress is being made in monitoring, managing and achieving outcomes/targets set; • Staff have been included and engaged in the development of the changing requirements; • The HR Re-design is in progress and being developed to ensure the outcomes of the Council Plan and savings requirements can be met. 			
<p>Smartcore Project</p> <p>Progress and implementation of the Smartcore Project including costs, benefits and targets to be achieved.</p> <p>Focus for scrutiny agreed by the BPG:-</p> <ul style="list-style-type: none"> • Project is on-track to achieve the outcomes and benefits identified; • Costs and timeline of the project have been managed and monitored to ensure the project is implemented within timescales and budget; • An implementation plan is developed including staff engagement and training; • Performance targets have been established to monitor on-going effectiveness and efficiency of the new system. 	Corporate	Outcome	September 2022

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<p>Multi-Disciplinary Consultant – pre-decision scrutiny</p> <p>Scrutiny of decision to award contract in relation to the re-procurement of a multi-disciplinary consultant. Timing to be determined by the decision timeline.</p> <p>Focus for scrutiny to be agreed</p>	Service	Outcome	Sept 2022
<p>Medium Term Financial Strategy</p> <p>Scrutiny of the MTFS as part of the 2023/24 budget development process.</p> <p>Focus for scrutiny agreed by the BPG:-</p> <ul style="list-style-type: none"> • That the MTFS considers the implications of national changes on the County Council’s financial position and that these are monitored to ensure the Council’s financial position is understood and amended as necessary; • The financial position of the Council is clearly set out and any growth and/or savings requirements are identified; • Assumptions being made when setting the MTFS are clear; • Objectives of the Council Plan are reflected in the available financial envelope; • There is sufficient information in terms of risk and how these will be managed and mitigated. 	Corporate	Policy	November 2022
<p>TBC – Pre-decision scrutiny of any strategic savings required within the portfolio responsibilities of the committee</p>	Corporate	Budget	November 2022 (if required)
<p>Property Joint Venture Partnership and Development Projects (postponed from June meeting)</p> <p>Review of the progress of setting up the JV partnership and achievement of the partnership aims.</p>	Service	Outcome	November 2022

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<p>Focus for scrutiny agreed by the BPG:-</p> <ul style="list-style-type: none"> • Satisfactory progress has been made in establishing the JV arrangements; • Governance arrangements and working practices have been agreed to ensure that the outcomes can be managed and monitored effectively; • A plan of development sites has been agreed and work is underway to commence work on these to ensure the best outcomes for the Council can be achieved. <p>The Committee may scrutinise individual projects as they arise.</p>			
<p>Horsham Enterprise and Broadbridge Heath Retail developments</p> <p>Progress report for these 2 large-scale property developments due to them being 'amber rated' in the Capital Programme as at the end of Dec 2021 (Qtr3 PRR).</p> <p>Focus for scrutiny agreed by the BPG:-</p> <ul style="list-style-type: none"> • That satisfactory progress is being made on these large scale property developments; • Process is in place to effectively monitor property developments with escalation points identified where appropriate; • Any lessons learnt for future projects are identified and shared as appropriate; • The local Member and community is kept up-to-date on progress. 	Service	Outcome	November 2022
Business Planning Group			
<p>TFG Capital Programme</p> <p>BPG agreed that the proposed TFG reviewing the Capital Programme should be postponed as satisfactory progress is</p>	Corporate	Performance, outcome and budget	June/Sept 2022

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reported through the PRR. BPG to monitor future PRR and need for TFG.			
BPG to monitor PRR in relation to cyber security, Economy Plan, savings and change programmes and climate change to identify any issues arising for future scrutiny.	Corporate	Performance, outcome	TBC
Grant funding 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.	Corporate	Budget	TBC
TFG proposed to review arrangements in relation to commissioning/procurement/contract management. BPG to consider outcomes required. Potential timescale of March 2023.	Corporate	Outcome	TBC

Appendix A - Checklist