

Performance and Finance Scrutiny Committee Work Programme
June 2023 – January 2024

Topic	Type of scrutiny	Timing
<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>	Performance	<p>Quarter 4 / End of Year June 2023</p> <p>Quarter 1 September 2023</p> <p>Quarter 2 November 2023</p>
<p>Informal Briefing on the Capital Programme</p> <p>Briefing to explain how projects in the capital programme are prioritised plus implications of slippage, inflation and acceleration on the programme.</p>	Policy	June 2023
<p>Annual appointments of Committee Chairman, Vice-Chairman and Business Planning Group (BPG)</p>	Committee Business	June 2023
<p>Scrutiny Annual Report</p> <p>Scrutiny of the Annual Report ahead of presentation to the July meeting of County Council.</p> <p>Focus for Scrutiny agreed:-</p> <ul style="list-style-type: none"> • The effectiveness of scrutiny during 2022/23, including how well it: <ul style="list-style-type: none"> ○ Influenced the development of policy ○ Spent time on matters critical to outcomes for residents ○ Provided meaningful challenge to the performance management of services ○ Made a difference to service outcomes for residents • Whether the scrutiny work programme was appropriately balanced between key decision preview, performance monitoring and policy development 	Performance	June 2023

Topic	Type of scrutiny	Timing
<ul style="list-style-type: none"> • Any areas of best practice, for improvement/development or for future monitoring to be taken forward • Any additional measures to help raise the profile of scrutiny and whether to recommend that the Annual Report be presented to the full County Council meeting in July 2023 for wider member input • How well the aims of the Executive-Scrutiny Protocol (at para 3.1) have been met 		
<p>Treasury Management Strategy 2022/23 Annual report</p> <p>The committee has the responsibility to review and scrutinise Treasury Management policies and activities through regulatory and governance requirements. The Annual Report will provide the outturn position for treasury activities 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 due to time pressures on the September committee Agenda.</p>	Performance	July/August 2023
<p>Medium Term Financial Strategy (MTFS)</p> <p>Scrutiny of the MTFS report following the July Member development session and Cabinet meeting. The report will set out the Council Plan priorities and financial assumptions and estimates over a 4-5 year period.</p> <p>Focus for scrutiny:-</p> <ul style="list-style-type: none"> • That any work to refresh the Council Plan takes into account both internal and external factors to ensure it remains relevant and appropriate • 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 	Budget	September 2023

Topic	Type of scrutiny	Timing
<ul style="list-style-type: none"> • That the financial position of the Council is clearly set out and any growth and/or savings requirements are identified • That the inflationary pressures are understood and adequately reflected in the MTFS • That the assumptions being made when setting out the MTFS are clear • That the objectives of the Council Plan are reflected in the available financial envelope • That there is sufficient information in terms of risks and how these will be managed and mitigated 		
<p>Pre-decision scrutiny – Centenary House Durrington and the Property Joint Venture</p> <p>For information an informal, virtual briefing setting out the roles and responsibilities of scrutiny in relation to the joint venture will take place for members of the committee (scheduled for 4 Sept)</p> <p>Focus for scrutiny agreed by the BPG:-</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 considered and reviewed against appropriate criteria and principles including value for money • 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 	Key Decision scrutiny	September 2023
<p>IT Policy and Digitisation Strategy</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</p>	Policy	September 2023

Topic	Type of scrutiny	Timing
<p>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"> • 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 consequences in relation to the services offered to clients/customers, • 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>Careers and Skills – Task and Finish Group outcomes</p> <p>Scrutiny of the outcomes determined by the Executive Task and Finish Group.</p> <p>Focus for scrutiny to be agreed</p>	Policy	September 2023
<p>Social Value and Procurement Strategy</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.</p>	Policy	November 2023

Topic	Type of scrutiny	Timing
Focus for scrutiny to be agreed.		
<p>Progress on the Joint Venture (JV) Partnership</p> <p>Scrutiny of the progress being made on the JV aims and objectives. An annual review was requested when the item was last reviewed in November 2022.</p> <p>Focus for scrutiny agreed by the BPG:-</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>Capita in-sourcing</p> <p>Review of the in-sourcing exercise, move from a centralised to an integrated system and lessons learnt.</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>Scrutiny of the Council Plan and Budget 2024/25 ahead of agreement by Cabinet and approval at February 2024 County Council.</p>	Budget	January 2024

Topic	Type of scrutiny	Timing
Focus for scrutiny to be agreed.		
<p>Recruitment and Retention</p> <p>Scrutiny of the progress made in improving the recruitment and retention of staff following initial scrutiny in January 2023. Related to Corporate Risk 11.</p> <p>Focus for scrutiny to be agreed.</p>	Performance	January 2024
<p>SmartCore</p> <p>Scrutiny of the SmartCore system to ensure aims, benefits and objectives of the new system can be achieved and that lessons have been learnt for future large-scale projects.</p> <p>Focus for Scrutiny agreed by BPG:-</p> <ul style="list-style-type: none"> • That the committee makes any recommendation in relation to the successful implementation of the Programme to officers and the Cabinet Member for Support Services and Economic Development • That new timelines have been developed for the project which are on-track to achieve the outcomes and benefits identified • Any budget/cost implications as a result of the changing timelines have been calculated and agreed with the implementation partner • The costs and up-dated timeline of the project are being effectively managed and monitored to ensure the project is implemented within the timescales and budget • An implementation plan has been developed which includes staff engagement and training • Performance targets have been established to monitor on-going effectiveness and efficiency of the new system • That clear lessons have been learnt for managing future large-scale projects including that the Council’s internal governance processes are sufficient to pro-actively manage fast-moving projects 	Performance	TBC
Business Planning Group (BPG)		
<p>Committee and BPG to monitor PRR in relation to Capital Programme (including Horsham Enterprise Park and Broadbridge Heath Retail</p>	Performance	TBC

Topic	Type of scrutiny	Timing
Park), cyber security, Economy Plan, savings, change programmes and climate change to identify any issues arising for future scrutiny.		
<p>Income levels and Grant funding</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