

## CORPORATE SCRUTINY PANEL – DRAFT WORK PROGRAMME 2019/20

**MEMBERS:** Councillors Andrew Cooper (Lead Member), Mahmood Akhtar, James Homewood, John Lawson, Will Simpson, John Taylor  
Co-optees: Nathan Paul, Philip Chaloner

**SUPPORT:** Sheila Dykes, Principal Governance & Democratic Engagement Officer

<b>FULL PANEL DISCUSSION</b>		
<b>ISSUE</b>	<b>APPROACH/AREAS OF FOCUS</b>	<b>NOTES</b>
<b>1. Financial Monitoring</b> (To include training)	<p>Timeline for updates:</p> <p><b>October</b> Further review of MTFP - headline assumptions / financial resilience / budget risk</p> <p><b>November</b> Financial Management Update - current monitoring/ budget update</p> <p><b>January</b> Provisional financial settlement / Autumn Budget/Story so far</p> <p><b>February</b> Links to service plans and performance</p> <p><b>March</b> End of year summary /start of next year monitoring plan; include link to corporate plans and service plans &amp; budgets</p>	<p>See separate work programme at Appendix 1</p> <p>Future report to include information in respect of the management of the Capital Plan in terms of re-profiling and the availability of resources and capacity to deliver its ambitions.</p> <p>Training to be identified in consultation with Members.</p>
<b>2. Corporate Plan</b>	<p>Corporate Plan refresh</p> <p>Embed and implementation</p>	<p>Living in Kirklees survey to be shared with the Panel before its next distribution and Panel to incorporate a discussion on citizen engagement as part of this item;</p>
<b>3. Libraries Review</b> (to include Access to Services)		<ul style="list-style-type: none"> <li>• Update on progress new municipal year, including current decision making process and next steps.</li> <li>• Briefing in relation to work with the University of Huddersfield on the development of an archiving plan.</li> </ul>

**FULL PANEL DISCUSSION**

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<p><b>4. Transformation Programme</b></p>	<p>Work streams to include:</p> <ul style="list-style-type: none"> <li>- Procurement</li> <li>- Commercialisation (pre-scrutiny – what can we learn?)</li> <li>- To understand the changes being made to procurement and monitor the impacts of savings being made.</li> <li>- To understand the council’s approach to commercialisation and identify any learning points to be considered</li> <li>- To contribute to the development of a Commercialisation Strategy</li> </ul> <p><i>Training session by LGA on Commercialisation to be arranged early in new municipal year</i></p>	
<p><b>5. People Strategy</b></p>	<p>To understand the delivery against the People Strategy</p> <p>Work streams:</p> <ul style="list-style-type: none"> <li>• Attraction and retention</li> <li>• Development</li> <li>• Health &amp; Wellbeing</li> </ul> <p>Development considered 11/10/18 Health &amp; Wellbeing considered 12/4/19</p> <p>Attraction and Retention to do</p>	<ul style="list-style-type: none"> <li>• Panel to regularly receive a copy of the organisation’s performance dashboard;</li> <li>• Noted that the work strand of the Kirklees People Strategy focussing on ‘Attraction and Retention’ will include a review of the induction process.</li> <li>• Future reports to include information on the development and progress of the ‘Workplace Wellbeing Champions’ initiative; the development of work to identify and address any areas of particular pressure within the organisation; and a breakdown of the sickness figures into long term and short term absence.</li> </ul>
<p><b>6. IT Strategy Development</b></p>	<p>Maintain overview of development of the IT Strategy</p> <ul style="list-style-type: none"> <li>• New approach to digital transformation</li> </ul>	

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	<ul style="list-style-type: none"> <li>• How residents interact with the Council</li> </ul>	
<b>7. Land and Property Lettings Policy</b>	To consider the policy and how it applies to community groups and the consistency of approach with other council strategies.	Link to development of Corporate Asset Strategy Accommodation Strategy / utilities Role in partnerships
<b>8. Organisational Communications Strategy</b>	To examine the principles of managing internal/external communications	
<b>9. Cabinet Member – Priorities</b> Councillor Graham Turner		Panel requested that the next update include some narrative to illustrate whether projects had achieved their aim, such as increased footfall or an increase in creative and digital start-up businesses, whether this was to the extent that had been anticipated and the wider impact of any achievements.

**LEAD MEMBER BRIEFING/MONITORING**

ISSUE	APPROACH/AREAS OF FOCUS	NOTES

## Financial Scrutiny – Work Programme

### Appendix 1

Topic	Areas of focus	Actions	Anticipated Outcomes
<b>Financial Planning</b>	<ul style="list-style-type: none"> <li>• MTFP</li> <li>• Annual Council Budget</li> <li>• Reserves Policy</li> </ul>	<ul style="list-style-type: none"> <li>• How is the Corporate Plan informed by financial strategy</li> <li>• Are all of the Council’s strategies in sync?</li> <li>• Consider if the Annual Budget set in accordance with MTFP?</li> <li>• Have targets been met and how are these measured?</li> <li>• Outline of any overspends/underspends and how these have been considered for future budget planning</li> <li>• Outline of any implications arising from service plans</li> <li>• Is the level of reserves in line with the MTFP?</li> </ul>	<ul style="list-style-type: none"> <li>• Is the impact of resource allocation, decisions and spending measured?</li> <li>• Are financial targets appropriate in relation to the MTFP forecast and monitored regularly?</li> <li>• Is Social Value of spending measured, where appropriate?</li> <li>• Are targets being achieved?</li> </ul>
<b>Financial Management</b>	<ul style="list-style-type: none"> <li>• Budget Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>• Consider revisions to current budget, including pressures and arising issues and compare to last year’s statements.</li> <li>• Consider Executive’s proposals for next financial year.</li> <li>• Consider provisional settlement and Executive’s response.</li> <li>• Consider final budget proposals.</li> </ul>	<ul style="list-style-type: none"> <li>• Have planned service outputs been achieved? (<i>Link to performance monitoring</i>)</li> <li>• What has been achieved from additional resources?</li> <li>• Have resources been managed effectively throughout the year?</li> <li>• Where does this year’s outturn leave the council finances for next year?</li> </ul>
<b>Savings and Efficiency Plans</b>	<ul style="list-style-type: none"> <li>• MTFP</li> <li>• Council Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Are efficiency plans being managed with adequate resources?</li> </ul>	<ul style="list-style-type: none"> <li>• Were objectives outlined and achieved?</li> <li>• What savings were not</li> </ul>

## Financial Scrutiny – Work Programme

### Appendix 1

		<ul style="list-style-type: none"> <li>• What variances have arisen during the year?</li> <li>• Are variations reviewed and linked back to original strategy?</li> <li>• How is the impact on services being monitored?</li> </ul>	<p>achieved and how is the impact of this being managed?</p>
<b>Citizen Participation</b>	<ul style="list-style-type: none"> <li>• Public Participation</li> </ul>	<ul style="list-style-type: none"> <li>• How engaged are the public with the Council's financial processes?</li> <li>• Do items on the forward plan reflect interests and concerns of the public (and service users)?</li> <li>• How is social media used to enable public participation?</li> <li>• How do decision makers take into account the views of the public currently?</li> </ul>	<ul style="list-style-type: none"> <li>• Has there been an increase in participation of the public?</li> </ul>