CORPORATE SCRUTINY PANEL – 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

FULL PANEL DISCUSSION		
ISSUE	**APPROACH/AREAS OF FOCUS**	**NOTES**
1. Financial Monitoring (To include training)	Timeline for updates: **September** Further review of MTFP - headline assumptions / financial resilience / budget risk **November** Financial Management Update - current monitoring/ budget update **January** Provisional financial settlement / Autumn Budget/Story so far **March** Financial Management Update + end of year summary /start of next year monitoring plan; include link to corporate plans and service plans & budgets	See separate work programme at Appendix 1 Future report 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.
2. Corporate Plan	Corporate Plan refresh Embed and implementation	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;
3. Libraries Review (to include Access to Services)		• Update on progress. • Briefing in relation to work with the University of Huddersfield on the development of an archiving plan.

FULL PANEL DISCUSSION		
ISSUE	**APPROACH/AREAS OF FOCUS**	**NOTES**
4. Procurement	Work streams to include: - Procurement Strategy - To understand the changes being made to procurement and monitor the impacts of savings being made.	
5. Commercialisation Strategy	To scrutinise the development of a Commercialisation Strategy for the Council - Informal introduction – 12.07.19 - Initial proposals for approach to future meeting, to include case studies *Training session by LGA on Commercialisation to be arranged.*	Informal discussion with Panel held on 12.07.19
6. People Strategy	Delivery of the People Strategy Work streams: • Attraction and retention – to do • *Development (11 October 2018)* • *Health & Wellbeing (12 April 2019)*	• Panel to regularly receive a copy of the organisation's performance dashboard; • Noted that the work strand of the Kirklees People Strategy focussing on 'Attraction and Retention' will include a review of the induction process. • 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.

FULL PANEL DISCUSSION		
ISSUE	**APPROACH/AREAS OF FOCUS**	**NOTES**
7. IT Strategy Development	Maintain overview of development of the IT Strategy • New approach to digital transformation • How residents interact with the Council/customer experience	
8. Leaving the EU preparations	To maintain an overview of the work of the Council to plan for the potential implications of leaving the EU - Introductory discussion – 12.7.19 - Further discussion – 20.9.19	12th July 2019 • Requested that future report(s) include financial risks as part of treasury management preparation; details of critical processes within the Council that are currently dependent on partners in the EU. • Recommended that the care leavers age range within the report be extended to 25. 20th September 2019 Update report
9. Organisational Communications Strategy	To examine the principles of managing internal/external communications	
10. Cabinet Member – Priorities Councillor Graham Turner		12th July 2019 Portfolio Holder provided brief update on priorities. 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.

FULL PANEL DISCUSSION		
ISSUE	APPROACH/AREAS OF FOCUS	NOTES
LEAD MEMBER BRIEFING/MONITORING		
ISSUE	APPROACH/AREAS OF FOCUS	NOTES
11. Land and Property Lettings Policy	To consider the policy and how it applies to community groups and the consistency of approach with other council strategies.	Asset transfers and asset divestment Link with place based agenda (OSMC)

Financial Scrutiny – Work Programme

Topic	Areas of focus	Actions	Anticipated Outcomes
Financial Planning	• MTFP • Annual Council Budget • Reserves Policy	• How is the Corporate Plan informed by financial strategy • Are all of the Council's strategies in sync? • Consider if the Annual Budget set in accordance with MTFP? • Have targets been met and how are these measured? • Outline of any overspends/ underspends and how these have been considered for future budget planning • Outline of any implications arising from service plans • Is the level of reserves in line with the MTFP?	• Is the impact of resource allocation, decisions and spending measured? • Are financial targets appropriate in relation to the MTFP forecast and monitored regularly? • Is Social Value of spending measured, where appropriate? • Are targets being achieved?
Financial Management	• Budget Monitoring	• Consider revisions to current budget, including pressures and arising issues and compare to last year's statements. • Consider Executive's proposals for next financial year. • Consider provisional settlement and Executive's response. • Consider final budget proposals.	• Have planned service outputs been achieved? *(Link to performance monitoring)* • What has been achieved from additional resources? • Have resources been managed effectively throughout the year? • Where does this year's outturn leave the council finances for next year?
Savings and Efficiency Plans	• MTFP • Council Budget	• Are efficiency plans being managed with adequate resources?	• Were objectives outlined and achieved? • What savings were not

		• What variances have arisen during the year? • Are variations reviewed and linked back to original strategy? • How is the impact on services being monitored?	achieved and how is the impact of this being managed?
Citizen Participation	• Public Participation	• How engaged are the public with the Council's financial processes? • Do items on the forward plan reflect interests and concerns of the public (and service users)? • How is social media used to enable public participation? • How do decision makers take into account the views of the public currently?	• Has there been an increase in participation of the public?