

## 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

<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>September</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>March</b> Financial Management Update + 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 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><u>20<sup>th</sup> September 2019</u> Financial management update report noted and the Panel looks forward to considering a further progress report, including the budget strategy update, at the November meeting.</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.</li> <li>• Briefing in relation to work with the University of Huddersfield on the development of an archiving plan.</li> </ul>

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<p><b>4. Procurement</b></p>	<p>Work streams to include:</p> <ul style="list-style-type: none"> <li>- Procurement Strategy</li> <li>- To understand the changes being made to procurement and monitor the impacts of savings being made.</li> </ul>	
<p><b>5. Commercialisation Strategy</b></p>	<p>To scrutinise the development of a Commercialisation Strategy for the Council</p> <ul style="list-style-type: none"> <li>- Informal introduction – 12.07.19</li> <li>- Initial proposals for approach to future meeting, to include case studies</li> </ul> <p><i>Training session by LGA on Commercialisation to be arranged.</i></p>	<p>Informal discussion with Panel held on 12.07.19</p>
<p><b>6. People Strategy</b></p>	<p>Delivery of the People Strategy</p> <p>Work streams:</p> <ul style="list-style-type: none"> <li>• Attraction and retention – to do</li> <li>• <i>Development (11 October 2018)</i></li> <li>• <i>Health &amp; Wellbeing (12 April 2019)</i></li> </ul>	<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>

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<b>7. IT Strategy Development</b>	<p>Maintain overview of development of the IT Strategy</p> <ul style="list-style-type: none"> <li>• New approach to digital transformation</li> <li>• How residents interact with the Council/customer experience</li> </ul>	
<b>8. Leaving the EU preparations</b>	<p>To maintain an overview of the work of the Council to plan for the potential implications of leaving the EU</p> <ul style="list-style-type: none"> <li>- Introductory discussion – 12.7.19</li> <li>- Further discussion – 20.9.19</li> </ul>	<p><u>12<sup>th</sup> July 2019</u></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Recommended that the care leavers age range within the report be extended to 25.</li> </ul> <p><u>20<sup>th</sup> September 2019</u></p> <p>Recommended that the following matters be included in the study to be commissioned in relation to the economic impact on Kirklees:</p> <ul style="list-style-type: none"> <li>• Potential impact on business rates.</li> <li>• Potential impact/risks associated specifically with the social care sector around workforce and financial viability and any consequential risk for the Council.</li> </ul> <p>Strategic Partnership Lead – Business to circulate;</p> <ul style="list-style-type: none"> <li>• the document setting out the questions most frequently asked by businesses in relation to preparation for a no-deal exit from the EU, as compiled by the British Chambers of Commerce, and their assessment of the Government guidance available to business, and</li> <li>• the latest regional growth update.</li> </ul>

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<b>9. Organisational Communications Strategy</b>	To examine the principles of managing internal/external communications	
<b>10. Cabinet Member – Priorities</b> Councillor Graham Turner		<p><u>12<sup>th</sup> July 2019</u> Portfolio Holder provided brief update on priorities.</p> <p>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.</p>

**LEAD MEMBER BRIEFING/MONITORING**

ISSUE	APPROACH/AREAS OF FOCUS	NOTES
<b>11. 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.	Asset transfers and asset divestment Link with place based agenda (OSMC)

## 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>

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		<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>