

## 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>
<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)	To be confirmed	<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>
<b>4. Transformation Programme</b>	Work streams to include:	

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	<ul style="list-style-type: none"> <li>- Procurement</li> <li>- Commercialisation</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 (see below)</li> </ul> <p><i>Training session by LGA on Commercialisation to be arranged early in new municipal year</i></p>	
<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><b>6. 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>

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<p><b>7. 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> <li>• How residents interact with the Council</li> </ul>	
<p><b>8. Leaving the EU preparations</b></p>	<p>To maintain an overview of the work of the Council to plan for potential implications of leaving the EU</p> <p>- Introductory discussion – 12.07.19 - Further discussion October 2019 (tbc)</p>	
<p><b>9. Land and Property Lettings Policy</b></p>	<p>To consider the policy and how it applies to community groups and the consistency of approach with other council strategies.</p>	<p>Link to development of Corporate Asset Strategy Accommodation Strategy / utilities Role in partnerships</p>
<p><b>10. Organisational Communications Strategy</b></p>	<p>To examine the principles of managing internal/external communications</p>	
<p><b>11. Cabinet Member – Priorities</b> Councillor Graham Turner</p>	<p>To provide information on Corporate portfolio priorities</p>	<p>Portfolio Holder provided brief update on priorities at the meeting on 12.07.19</p>

## 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>