

## **CORPORATE SCRUTINY PANEL – WORK PROGRAMME 2018/19**

**MEMBERS:** Cllr Gulfam Asif (Lead Member), Cllr Marielle O'Neill, Cllr James Homewood, Cllr Hilary Richards, Cllr John Taylor, Cllr Bill Armer, Philip Chaloner (Co-optee), Linda Summers (Co-optee).

**SUPPORT:** Alaina McGlade, Governance & Democratic Engagement Officer

FULL PANEL DISCUSSION		
ISSUE	APPROACH/AREAS OF FOCUS	OUTCOMES
<b>1. Financial Monitoring</b> (To include training)	Timeline for updates:	See separate work programme at Appendix 1
	<b>11/10/18</b> Further review of MTFP - headline assumptions / financial resilience / budget risk	
	<b>29/11/18</b> Financial Management Update - current monitoring/ budget update	
	<b>17/1/18</b> Provisional financial settlement / Autumn Budget/Story so far	
	<b>1/3/19</b> Links to service plans and performance	
	<b>12/4/19</b> End of year summary /start of next year monitoring plan; include link to corporate plans and service plans & budgets	
<b>2. Corporate Plan</b>	To consider the revised Corporate Plan prior to submission to Council	<b><u>Panel Meeting 3<sup>rd</sup> July 2018</u></b> It was agreed that:  (1) the Kirklees Council's Corporate Plan for 2018/20 be received and that the date for final sign off by Council on the 11 July 2018 be noted; (2) that the Live in Kirklees survey be shared with the Panel before its next distribution and

FULL PANEL DISCUSSION		
ISSUE	APPROACH/AREAS OF FOCUS	OUTCOMES
		the Panel incorporate a discussion on citizen engagement as part of this item; (3) that the Panel recommend that, as part of the Corporate Plan's communication and engagement plan, the profile of Kirklees should be developed by using the different districts as a key selling point.
<b>3. Libraries Review</b>  <b>(to include Access to Services)</b>	To consider the outcome of the independent review into library services and to influence the actions taken in relation to the review of library provision across Kirklees. <ul style="list-style-type: none"> <li>• Report recommends alternative delivery models used elsewhere should be researched.</li> <li>• Could recommendations in this report support the place based working agenda?</li> </ul>	<b><u>Informal Panel Meeting 23<sup>rd</sup> July 2018</u></b> It was agreed that further updates be provided to the Panel once the review report was considered by Cabinet on 21 <sup>st</sup> August. <b><u>Informal meeting – 24<sup>th</sup> September 2018</u></b> The Panel requested: <ul style="list-style-type: none"> <li>• To receive a further update on progress in December 2018/January 2019.</li> <li>• To receive details of the first delegated decision taken in relation to an individual library, in order to scrutinise the delegated decision making process.</li> <li>• Requested a 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: <ul style="list-style-type: none"> <li>- Procurement</li> <li>- Commercialisation (pre-scrutiny – what can we learn?)</li> <li>- To understand the savings required as part of the transformation programme and to track whether they are being achieved.</li> <li>- To understand the changes being made to procurement and monitor the impacts of savings being made.</li> </ul>	<b><u>Panel Meeting 30<sup>th</sup> August 2018</u></b>  It was agreed that the work programme in relation to the procurement item be updated to incorporate the areas for focus, as outlined below:  (a) Benefits coming out of the programme (b) Core Objectives (c) Examples of practice (d) Social Value  A timeline for above updates to be agreed.

FULL PANEL DISCUSSION		
ISSUE	APPROACH/AREAS OF FOCUS	OUTCOMES
	<ul style="list-style-type: none"> <li>- To understand the council's approach to commercialisation and identify any learning points to be considered</li> </ul>	
<b>5. People Strategy</b>	<p>To understand the rationale behind the updates being made to the People Strategy</p> <p>Work streams to include:</p> <ul style="list-style-type: none"> <li>- Staff Wellbeing</li> <li>- Succession Planning</li> <li>- Induction</li> <li>- Right people in right place to enable continuity</li> </ul>	
<b>6. Digital by Design Strategy</b>	Link to Transformation Work Streams	
<b>7. Land lettings policy</b>	To consider the policy and how it applies to community groups and the consistency of approach with other council strategies.	

LEAD MEMBER BRIEFING ISSUES		
ISSUE	APPROACH/AREAS OF FOCUS	OUTCOMES
<b>8. Democracy Commission</b>	To understand the progress being made in relation to the recommendations issued within the report and to link with Council's new approach "We're Kirklees"	Lead Member Briefing – <b>24<sup>th</sup> September 2018</b>

## 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>

## Financial Scrutiny – Work Programme

### Appendix 1

<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> <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>	<ul style="list-style-type: none"> <li>• Were objectives outlined and achieved?</li> <li>• What savings were not achieved and how is the impact of this being managed?</li> </ul>
<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>

### Issues discussed at Corporate Governance & Audit Committee:

#### Procurement Rule Compliance

A new governance and management structure has been agreed, designed to provide a more centralised focus and strengthen arrangements. It now needs to be implemented to drive improved effectiveness and compliance across the Council at an increased pace, both in terms of forward planning and management of contracting.

#### Increasing the capacity and skills to deal with workforce management

The People Strategy has been launched, highlighting 5 themes which provide an overall focus for the work that is needed. 8 work streams will be key to delivery of the Strategy and will feed into and support the transformation agenda. The Strategy that is supported by an action plan which is being reviewed and updated on an ongoing basis now needs to be 'owned' by the organisation, managers and staff. Corporate standards and guidance needs to be developed more quickly to enable managers to develop the necessary skills to make and lead changes that are required.