

## CORPORATE SCRUTINY PANEL – DRAFT WORK PROGRAMME 2019/20 (WORKING DOCUMENT)

**MEMBERS:** Councillors Andrew Cooper (Lead Member), Mahmood Akhtar, James Homewood, Will Simpson, John Taylor, Lib vacancy + co-optees.

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

FULL PANEL DISCUSSION		
ISSUE	APPROACH/AREAS OF FOCUS	
<b>1. Financial Monitoring</b> (To include training)	Timeline for updates:  <b>October</b> Further review of MTFP - headline assumptions / financial resilience / budget risk  <b>November</b> Financial Management Update - current monitoring/ budget update  <b>January</b> Provisional financial settlement / Autumn Budget/Story so far  <b>February</b> Links to service plans and performance  <b>March</b> 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  <i>Notes:</i> Request that a future report 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.
<b>2. Corporate Plan</b>	Corporate Plan refresh  Embed and implementation	<i>Notes:</i> Request that Live in Kirklees survey to be shared with the Panel before its next distribution and the Panel to incorporate a discussion on citizen engagement as part of this item;
<b>3. Libraries Review</b>  (to include Access to Services)		<i>Notes:</i> <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>

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<b>4. Transformation Programme</b>	<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 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> <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>Notes:</b></p> <ul style="list-style-type: none"> <li>• Populated Procurement Measures Tracker be submitted to a future meeting of the Panel.</li> <li>• Update report be considered for inclusion on the Panel's Work Programme for 2019/20.</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> <p><i>Attraction and Retention still to do</i></p>	<p><b>Notes:</b></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>• Requested that future reports 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>
<b>6. IT Strategy Development</b>	Maintain overview of Transformation Work Streams	

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<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.	
<b>Organisational Communications Strategy</b>	To examine the principles of managing internal/external communications	

LEAD MEMBER BRIEFING ISSUES		
ISSUE	APPROACH/AREAS OF FOCUS	OUTCOMES
<b>Cabinet Member – Priorities</b> Councillors Graham Turner and Cathy Scott*	As Lead Member for Place Based Working	<i>Notes:</i> (Cllr 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.

## 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>

#### 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.