

## **FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE**

Work Programme 2019/21

Chair: Councillor Mark Holland

Vice-Chair: Councillor Bert Proctor

Members: Burnett, Fear, Grocott, Hutton, Kearon, Pickup, Rout, Stubbs and P. Waring

*Portfolio Holders covering the Committee's remit:*

Councillor S Tagg, Leader – One Council, People and Partnerships

Councillor Stephen Sweeney - Deputy Leader – Finance, Town Centres and Growth



The following services fall within the remit of this Scrutiny Committee:

Corporate Strategy	Revenue and Capital Budgets
Council Structure and Democracy	Surplus Assets
External Partnerships (including Newcastle Partnership, Staffs. Strategic Partnership, Stoke on Trent and Staffordshire LEP, Town Centre BID and Constellation Partnership)	Financial Monitoring
District Deal	Internal Audit
Economic Development Strategy	Procurement
Human Resources and Payroll	Treasury Management
Keele Deal	Revenues and Benefits
LAPs	Increasing Revenue Generation
Localism	Performance Management and Risk Champion

Classification: NULBC **UNCLASSIFIED**

Customer and ICT Services	Licensing (incl Taxis)
Communications and Website	Financial Inclusion (incl Living wage)
Guildhall	Health and Safety Champion
Sports and Leisure Provision for Kidsgrove	Car Parks
Ryecroft and Civic Hub projects	

The core Work Programme is determined at the beginning of the municipal year. Issues can be added throughout the year with the Chair's approval or where a new priority area comes to the Committee's attention.

For more information on the Committee or its Work Programme please contact Denise French on 01782 742211 or at [denise.french@newcastle-staffs.gov.uk](mailto:denise.french@newcastle-staffs.gov.uk)

<b>DATE OF MEETING</b>	<b>ITEM</b>	<b>BACKGROUND/OBJECTIVES</b>	<b>OUTCOME</b>
Thursday 19 September 2019	Q1 Finance and Performance		
	Work Programme		
	Revenues and Benefits – Universal Credit	Impact on benefit claimants and organisational impact on NULBC.	
	Digital Strategy	Pre-Cabinet scrutiny of Outline Business Case	
	ICT Strategy and Development Programme	Review of ICT strategy and development programme including plans to migrate to Windows 10/Office 365.	
Monday 16 December 2019	Revenue and Capital Budgets	Pre-cabinet Scrutiny of draft savings proposals and capital programme	Alignment to Council Plan
	MTFS	Pre-cabinet Scrutiny	Alignment to Council Plan

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	Commercial Strategy	Review Governance and Risk Management	Assurance that risks are being appropriately managed. Compliance to MTFS.
	Revenues, Benefits and Customer Services	Update on restructure proposals	Assurance that resourcing levels will be sufficient to ensure achievement of agreed performance targets
	Quarter 2 Performance Report	Review performance indicators.	Assurance that indicators accurately reflect progress with Council Plan. Alignment to MTFS and Budget.
Thursday 16 January 2020	Revenue/Capital Budget and Council Tax	Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS.
	Capital Strategy	Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS.
	Investment Strategy	Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS.
	Scale of Fees and Charges	Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS.
	Treasury Management	Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS.
Thursday 19 March 2020	Asset Transfer/Community Management	Review examples (e.g. Guildhall) and determine preferred model based on learning points. Consider other potential assets for transfer (e.g. Community Centres, Kidsgrove Sports Centre).	Adequate community capacity and capability. Financial sustainability.
	Kidsgrove Sports Centre	Review progress on asset repair/transfer and CIC operating model.	Financial sustainability. Community demands.

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			Councillor Burnett to be asked to undertake some research into this topic initially and report back to the committee.
	Ethical Debt Collection	Review progress of pilot schemes in Hammersmith & Fulham and Bristol, and draft NULBC Code of Collection Practice.	Assurance that use of collection agent is appropriate and proportionate, and impact on vulnerable residents is minimised.
	Outsourcing of Payroll Services	Review of progress.	Assurance that new arrangements have delivered an improved service and cost savings.
	Quarter 3 Performance Reports	Review Performance Indicators	Assurance that indicators accurately reflect progress with Council Plan. Alignment to MTFS and Budget.
Thursday 25 June 2020	LAPS	Review of impact on local services.	Focus on key local issues. Resource solutions.
	Procurements	Review commissioning and procurement process including whole life costs of projects/contracts and robustness of contract management procedures.	Best value.
	Quarter 4 Performance Reports	Review Performance Indicators.	Assurance that indicators accurately reflect progress with Council Plan. Alignment to MTFS and Budget.
	Procurement	Review commissioning and procurement process including whole life costs of	Councillor Hutton to report back on his investigative findings.

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		projects/contracts and robustness of contract management procedures.	
Thursday 17 September 2020	Financial Sustainability and Recovery Plan  Quarter 1 Performance Report  CIPFA Guide to Financial Scrutiny	Pre-cabinet scrutiny  Review Performance Indicators  Information and guidance to members on best practice	Alignment to Council Plan and MTFS  Assurance that indicators accurately reflect progress with Council Plan. Alignment to MTFS and Budget  Financial scrutiny is carried out in accordance with best practice
14 December 2020	Medium Term Financial Strategy 2021/22 – 2025/26  Revenue and Capital Budget 2021/22 – First Draft Savings Plan	Review Performance Indicators	

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	Quarter 2 Performance Report		Assurance that indicators accurately reflect progress with Council Plan.
18 January 2021	Revenue/Capital Budget plus Capital Strategy, Treasury Management Strategy and Investment Strategy  Scale of fees and charges	Pre-cabinet scrutiny  Pre-cabinet scrutiny	Alignment to Council Plan and MTFS
25 March 2021	Quarter 3 Performance Report  Commercial Strategy and Portfolio  Asset Management Strategy	Review Performance Indicators  Update on progress and review  Update on progress	Assurance that indicators accurately reflect progress with Council Plan  Alignment to Council Plan and MTFS  Alignment to Council Plan and MTFS
24 May 2021	Newcastle Crematorium - outcome of consultation	Pre-cabinet scrutiny	
16 September, 2021	Commercial Strategy Update	Regular update	6 month review requested by the Committee

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	Procurement Review  Q4 Finance and Performance Review  Q1 Finance and Performance Review  J2 Resolution of issues  Covid review	Review Performance Indicators  Review Performance Indicators  Update  To enable scrutiny of lessons learned	Requested by the Committee  Assurance that indicators accurately reflect progress with Council Plan
13 December 2021	Q2 Finance and Performance Review  Draft savings proposals 2022/23  MTFS 2022/23	Review Performance Indicators	Assurance that indicators accurately reflect progress with Council Plan
January 2022	Draft Revenue & Capital Budget and Strategies 2022/23  Schedule of Fees and Charges	Pre-Cabinet Scrutiny  Pre-Cabinet Scrutiny	Alignment to Council Plan and MTFS  Alignment to Council Plan and MTFS
24 March 2022	Commercial Strategy update  Q3 Finance and Performance Review	Regular update  Review Performance Indicators	6 month review requested by the Committee  Assurance that indicators accurately reflect progress with Council Plan

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	Asset Management Strategy	Update on progress	
30 June 2022	Q4 Finance and Performance Review	Review Performance Indicators	

<p>To keep under review</p> <ul style="list-style-type: none"><li>• Procurement Strategy – to review whether resources are available to provide a report for June/September 2021</li><li>• Commercial Strategy Update – 6 monthly update to the Committee</li></ul>
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August 2021