

FINANCE, ASSETS AND PERFORMANCE SCRUTINY COMMITTEE

Work Programme 2019/22

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:

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| 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**

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| 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

| DATE OF MEETING | ITEM | BACKGROUND/OBJECTIVES | OUTCOME |
|-------------------------------|--|---|---------------------------|
| 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 & MTFS 2022/23 One Council update | Review Performance Indicators | Assurance that indicators accurately reflect progress with Council Plan To enable scrutiny of the programme |
| 20 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 | Regular update | 6 month review requested by the Committee |

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| | Q3 Finance and Performance Review Procurement Strategy to include the effectiveness of the strategy in achieving its aims | Review Performance Indicators Regular updates requested by the Committee | Assurance that indicators accurately reflect progress with Council Plan |
| 30 June 2022 | Q4 Finance and Performance Review Asset Management Strategy | Review Performance Indicators Update on progress | |

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| <p>To keep under review</p> <ul style="list-style-type: none"> • Procurement Strategy – to review whether resources are available to provide a report for June/September 2021 • Commercial Strategy Update – 6 monthly update to the Committee |
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March 2022