

Council Finance & Performance Scrutiny Committee Work Programme

| Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Offices | Progress / Notes / Action Requested |
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| 28th Nov 2023 | Work Programme | To consider items for future meetings. | To allow the Committee to identify items for which scrutiny is required. | N. Conway/ Lead Officer | Standing item |
| 28th Nov 2023 (annual item) | Community Safety Partnership | To review the work of the Community Safety Partnership on an annual basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored. | To ensure effective scrutiny of the work of the Community Safety Partnership | CSP Chair / relevant Head of Service / T McCabe | Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November. |
| 28th Nov 2023 (annual item) | Performance Information (Quarter 2 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / V. Brackenbury | Quarter 2 Report considered at the same time annually. |
| 28th Nov 2023 (Period 7 - annual item) | Revenue Monitoring (General Fund and HRA) | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Lead Member/ L. Tansey | Three reports to be considered through the year. Reports to be considered at the same time annually. |
| 28th Nov 2023 (annual item) | Capital Monitoring | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Lead Member/L. Tansey | Monitoring report at each quarterly meeting. |
| 28th Nov 2023 | Resources Update | Update in relation to staffing, recruitment, turnover and retention | More detailed information to be provided after identified as issue requiring scrutiny | Lead Member / R Mitchell | Requested by FPSC at its meeting 27th June 2023 |
| 28 th Nov 2023 (annual) | S106 Agreement Monitoring report | To advise relevant committees of the status and | To meet internal audit requirements | Lead Member / R Bennett | Requested by Head of Service to be added |

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| | | utilisation of Section 106 agreements. | | | |
| 5th Mar 2024 (annual item) | Performance Information (Quarter 3 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / V. Brackenbury | Quarter 3 Report considered at the same time annually. |
| 5th Mar 2024 (Period 9 - annual item) | Revenue Monitoring (General Fund and HRA) | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Lead Member/ L. Tansey | Three reports to be considered through the year. Reports to be considered at the same time annually. |
| 5th Mar 2024 (annual item) | Capital Monitoring | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Lead Member/ L. Tansey | Monitoring Report at each quarterly meeting. |
| 5th Mar 2024 | Car Parking Strategy Update (verbal) | Further update on progress of car parking strategy review | Monitoring progress of developing strategy. | Lead Member / G Harvey | Requested at its meeting on 12th Sep 2023 |
| June 2024 (annual item) | Capital Monitoring including Outturn | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Lead Member/ L. Tansey | Outturn report considered at same time annually. |
| June 2024 (annual item) | Revenue Monitoring (General Fund and HRA) Outturn | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Lead Member/ L. Tansey | Outturn report considered at same time annually. |
| June 2024 | Performance Information (Quarter 4 Report / Outturn) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / V. Brackenbury | Quarter 4 Report considered at the same time annually. |
| June 2024 (annual item) | Annual Performance report | Annual collation of performance information for publication on the Council's website | To communicate performance of the Council against annual targets | V. Brackenbury | Added to work programme by email agreement of the Chair for 2022. Confirmed on 15th March 2023 to be |

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| | | | | | considered at June's meeting |
| Sept 2024 (annual item) | Performance Information (Quarter 1 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / V. Brackenbury | Quarter 4 Report considered at the same time annually. |
| Sept 2024 (annual item) | Revenue Monitoring (General Fund and HRA) | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Lead Member/ L. Tansey | Three reports to be considered through the year. Reports to be considered at the same time annually. |
| Sept 2024 (annual item) | Capital Monitoring | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Lead Member/L. Tansey | Monitoring report at each quarterly meeting. |
| Sept 2024 (annual item) | Climate Change Strategy Action Plan | Monitoring of the Climate Change Strategy Action Plan. | Monitoring of progress on Action Plan. | Lead Member/ M. French | Requested by Scrutiny Workshop to be an annual review. Agreed with C/VC to review in Sep (19 Jul '21) |