

Resources and Performance Select Committee Forward Work Programme 2021 – 2022

Resources and Performance Select Committee
Chairman: Cllr Nick Darby | Scrutiny Officer: Kunwar Khan | Democratic Services Assistant: Xanthe McNicol

Date of Meeting	Type of Scrutiny	Issue for Scrutiny	Purpose	Outcome	Relevant Organisational Priority	Cabinet Member/Lead Officer
17 September 2021	Scrutiny review	Cabinet Member Priorities Update – Tim Oliver	For the Cabinet Member to set out where the Select Committee can add value as a critical friend and best help.	For the Select Committee to gain a greater understanding of the Cabinet Member's priorities, work being undertaken, key areas of challenge and plans over the next 12 months.	Empowering communities	Tim Oliver, Leader of the Council
	Scrutiny review	Cabinet Member Priorities Update – Becky Rush	For the Cabinet Member to set out where the Select Committee can add value as a critical friend and best help.	For the Select Committee to gain a greater understanding of the Cabinet Member's priorities, work being undertaken, key areas of challenge and plans over the next 12 months.	Empowering Communities	Becky Rush, Deputy Leader and Cabinet Member for Finance and Resources
	Scrutiny review	Cabinet Member Priorities Update – Mark Nuti	For the Cabinet Member to set out where the Select Committee can add value as a critical friend and best help.	For the Select Committee to gain a greater understanding of the Cabinet Member's priorities, work being undertaken, key areas of	Empowering Communities	Mark Nuti, Cabinet Member for Communities


				challenge and plans over the next 12 months.		
	Task Group membership agreement	Budget Task Group membership	For the membership of the Budget Task Group to be formally agreed.	For the Task Group to have a new membership cutting across all four Select Committees, enabling it to conduct effective scrutiny with diverse input.	Growing a sustainable economy so everyone can benefit	Ross Pike, Scrutiny Business Manager and Kunwar Khan, Scrutiny Officer
17 December 2021	Draft budget scrutiny	2022/23 Draft Budget	For the Select Committee to scrutinise the draft 2022/23 budget, Medium-Term Financial Strategy and other relevant information, before it is finalised in January 2022.	To ensure the 2022/23 budget and MTFS deliver good value for residents and are compatible with the 2021-2026 organisational priorities.	Growing a sustainable economy so everyone can benefit	Becky Rush, Cabinet Member for Finance and Resources; Anna D'Alessandro, Director of Corporate Finance and Rachel Wigley, Director of Financial Insight
	Scrutiny review	Property Programme Update	For the Select Committee to receive an update on specific aspects of the Property programme as requested by the Chairman and Vice-Chairmen.	For the Select Committee to gain a greater understanding of the property programme and recent developments.	Growing a sustainable economy so everyone can benefit, tackling health inequality, enabling a greener future	Natalie Bramhall, Cabinet Member for Economic Development and Property; Simon Crowther, Director of Land and Property
	Post-implementation review	Agile Office Estate Strategy Review	To enable the Select Committee to review the Strategy in accordance with the following recommendation of the County Hall Move and Agile	For the Select Committee to receive assurance that the Strategy is progressing as anticipated; for the Select Committee to provide its input on the continued	Empowering communities	Leigh Whitehouse, Executive Director of Resources

			Programme Task Group: “The Resources and Performance Select Committee receive the Council’s Office Strategy on an annual basis, ensuring in particular that the carbon neutral targets are achieved.”	implementation of the Strategy.		
	Scrutiny review	Cabinet Member Priorities Update – Natalie Bramhall	For the Cabinet Member to set out where the Select Committee can add value as a critical friend and best help.	For the Select Committee to gain a greater understanding of the Cabinet Member’s priorities, work being undertaken, key areas of challenge and plans over the next 12 months.	Empowering communities	Natalie Bramhall, Cabinet Member for Economic Development and Property
	Scrutiny review	Commercial Investment Portfolio	To receive information on the Commercial Property Investment Portfolio, as requested by the Chairman, including information on external professional advice received by the Council with regards to acquisition of commercial properties.	For the Select Committee to have oversight and exercise its critical friend function, to ensure transparency and good value for money within the portfolio.	Growing a sustainable economy so everyone can benefit	Natalie Bramhall, Cabinet Member for Economic Development and Property; Simon Crowther, Director of Land and Property
	Regular monitoring	Performance Monitoring Session Update (Notes of 1 October)	To publish the notes of the Performance Monitoring session conducted informally on 1 October 2021.	To make a record of the Performance Monitoring session publicly available.	Empowering communities	Kunwar Khan, Scrutiny Officer

Items to be scheduled

Date of Meeting	Type of Scrutiny	Issue for Scrutiny	Purpose	Outcome	Relevant Organisational Priority	Cabinet Member/Lead Officer
20 January 2022	Scrutiny review	Equality, Diversity and Inclusion (EDI) Review	For the Select Committee to review the work undertaken since previous scrutiny of the draft plan by the Select Committee in January 2021, and then the Cabinet decision to approve the plan, made in February 2021.	To receive an update and monitor progress since this was last reported to the committee.	Tackling health inequality, empowering communities	Tim Oliver, Leader of the Council; Katie Stewart, Executive Director of Environment, Transport and Infrastructure and EDI programme sponsor
	Regular monitoring	Customer Services Update	To receive an update report following the Customer Experience Task Group's recommendations and any relevant updates.	To follow up on the Task Group's report and receive an update.	Empowering communities	Mark Nuti, Cabinet Member for Communities; Marie Snelling, Executive Director of Customer and Communities
	Scrutiny review	Data Insights Transformation Programme	To receive an update about Data Insights Transformation Programme.	To assure the Select Committee of informed decision-making; assurance that there is a robust business intelligence function in place that is underpinned with up to date and relevant information.	Empowering communities	Rachel Wigley, Director of Financial Insight, and Gary Strudwick, Head of Business Intelligence
	Scrutiny review	Procurement Modernisation Project	On suggestion from the Cabinet Member for Finance and Resources, to bring the Procurement Modernisation Project to the Select Committee, and in order to	For the Select Committee to gain greater understanding and assurance on procurement modernisation.	Growing a sustainable economy so everyone can benefit,	Becky Rush, Deputy Leader and Cabinet Member for Finance and Resources

			inform Members on a number of major procurement contracts currently ongoing.		empowering communities	
	Regular monitoring	Performance Monitoring Session Update (Notes of 20 December)	To publish the notes of the Performance Monitoring session conducted informally on 20 December 2021.	To make a record of the Performance Monitoring session publicly available.	Empowering communities	Kunwar Khan, Scrutiny Officer
14 April 2022	Scrutiny review	IT & Digital Update	To review the Information Technology and Digital (IT&D) Service and any updates, following on from a previous overview of the service provided at the 18 March 2021 Select Committee meeting.	For the Select Committee to receive greater understanding and assurance on the work of the IT&D Service.	Empowering communities	Matt Scott, Chief Information Officer

Pre-decision scrutiny	Digital Infrastructure Strategy (TBC)	<p>For the Select Committee to receive the Strategy before it goes to Cabinet, in accordance with the following recommendation that came from the December 2020 Select Committee meeting: “The Select Committee recommends that it receives the Digital Infrastructure Strategy, before the strategy is finalised, for scrutiny at a future meeting.” An email update (attached below) was sent to Members on 17 August 2021.</p>  <p>Digital Infrastructure Briefing Note 130821</p>	For the Select Committee to have the opportunity to provide feedback and input before the Strategy is presented to Cabinet.	Empowering communities	Amanda Richards, Network and Asset Management Group Manager
Regular monitoring	Strategic and Capital Investments Update	To receive an update on the Council’s Strategic and Capital Investment portfolio.	To ensure scrutiny oversight, and to receive assurance about transparency and best value for money.	Growing a sustainable economy so everyone can benefit, empowering communities	Leigh Whitehouse Executive Director of Resources
Scrutiny review	Digital Business & Insights Update	To review progress made on the Digital Business and Insights programme since the item was last brought to the Select Committee on 18 March 2021.	To ensure implementation of an effective enterprise resource planning (ERP) system across the Council, including reliable mitigation of risk.	Empowering communities	Andrew Richards, DB&I Programme Manager

	Regular monitoring	HR & OD Update	To receive a report about the important area of Human Resource and Organisational Development (HR&OD), which sits within the Select Committee's remit.	To provide oversight and feedback concerning any challenges, issues and progress within HR&OD.	Empowering communities	Jackie Foglietta, Strategic Director of People and Change
	Regular monitoring	Performance Monitoring session Update (Notes - date TBC)	To publish the notes of the most recent informal Performance Monitoring session.	To make a record of the Performance Monitoring session publicly available.	Empowering communities	Kunwar Khan, Scrutiny Officer
13 July 2022	<i>Items to be added covering a 12-month period</i>					
7 October 2022	<i>Items to be added covering a 12-month period</i>					
9 December 2022	<i>Items to be added covering a 12-month period</i>					
Task and Finish Groups; Member Reference Groups						
Timescale of Task Group	Type of Scrutiny	Issue for Task Group	Purpose	Outcome	Relevant Organisational Priority	Cabinet Member/Lead Officer
September 2021 to	Budget scrutiny	Budget Task Group	To enable in-depth scrutiny of the 2022/23 budget, cutting	To ensure that the 2022/23 budget offers good value for	Growing a sustainable	<u>Membership:</u>

January 2022			across the remits of all four Select Committees.	money in all the Council's service areas, enabling the best outcomes for residents.	economy so everyone can benefit	Nick Darby (Chairman), Ayesha Azad, Liz Bowes, Will Forster, John O'Reilly, Rebecca Paul, Lance Spencer, other Members TBC
Not applicable or known at this stage	Oversight and assurance	Accommodation with Care and Support (Member Reference Group)	To ensure value for money and greater understanding about the processes of the Accommodation with Care and Support programme, focusing on the Property aspects.	To provide assurance for Members on the progress, value for money and outcome for residents of the Accommodation with Care and Support programme.	Growing a sustainable economy so everyone can benefit, tackling health inequality	Membership: Nick Darby, Will Forster, Rebecca Paul
To be received in writing and informal briefing sessions						
Date of briefing session (if applicable)	Issue for Briefing		Purpose	Outcome	Relevant Organisational Priority	Cabinet Member/Lead Officer
8 November 2021	Cyber Threat		For the Select Committee to receive information on the cyber threat, in accordance with the request made at the 18 March 2021 Select Committee meeting.	That the Select Committee is informed, and assurances considered regarding the cyber threat and how this affects the Council.	Empowering communities	Matt Scott, Chief Information Officer

January 2022 (TBC)	Treasury Management Strategy (in partnership with Audit and Governance Committee)	For the Select Committee to receive information on the Treasury Management Strategy (TMS) as part of the 2022/23 budget process.	For the Select Committee to offer any input or recommendations on the TMS.	Growing a sustainable economy so everyone can benefit	Mark Hak-Sanders, Strategic Finance Business Partner
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Standing Items

- **Forward Work Programme (FWP) and Recommendations Tracker:** Review of the Select Committee’s forward work programme, and monitoring of the Select Committee recommendations and actions.
- **Performance Monitoring Session Notes:** A record of the most recent informal Performance Monitoring session (conducted every 2-4 months)

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