

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: Laila Laird**


Date of Meeting	Type of Scrutiny	Issue for Scrutiny	Purpose	Outcome	Relevant Organisational Priority	Cabinet Member/Lead 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 Leigh Whitehouse, Deputy Chief Executive and Executive Director for Resources Nicola O'Connor, Strategic Finance Business Partner Rachel Wigley, Director - Finance, Insights and Performance

						<p>Mark Hak-Sanders, Strategic Finance Business Partner</p> <p>Anna D'Alessandro, Director, Corporate Finance and Commercial</p>
	Scrutiny report	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	<p>Natalie Bramhall, Cabinet Member for Economic Development and Property</p> <p>Simon Crowther, Director of Land and Property</p> <p>Leigh Whitehouse, Deputy Chief Executive</p> <p>Simon Crowther, Director – Land and Property</p> <p>Brian Boundy, Facilities Management</p>

						Peter Hopkins, Commercial
						Graham Glenn, Head of Acquisitions and Disposals
	Scrutiny review of relevant cabinet member priorities	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
	Regular scrutiny monitoring of performance	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	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 risks.	Empowering communities	Andrew Richards, DB&I Programme Manager
	Scrutiny review	Commercial Property Investment update	To understand and review what the strategy is; the decisions that have been made; and the future prospects.	To ensure the Select Committee has an opportunity understand the strategy, process, future prospects and provide any feedback.	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 scrutiny monitoring of performance	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 report	Strategic and Capital Investments Update	To receive an update on the Council's Strategic and Capital Investment portfolio.	To ensure scrutiny oversight, and to consider/receive assurances about transparency and best value for money.	Growing a sustainable economy so everyone can benefit, empowering communities	Leigh Whitehouse Executive Director of Resources

Scrutiny update	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
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 inform Members on a number of major procurement contracts currently ongoing.	For the Select Committee to gain greater understanding and assurance on procurement modernisation.	Growing a sustainable economy so everyone can benefit Empowering communities	Becky Rush, Deputy Leader and Cabinet Member for Finance and Resources Darron Cox Director - Procurement
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, Gary Strudwick, Head of Business Intelligence

13 July 2022	Pre-decision scrutiny	Digital Infrastructure Strategy (TBC)	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.  Digital Infrastructure Briefing Note 130821	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 Michael Coughlin, Executive Director, Partnerships, Prosperity & Growth Rhiannon Mort, Head of Economic Infrastructure
	Scrutiny update	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

	Scrutiny monitoring	Customer Services Update (NOT ON THURSDAY)	To receive an update report following the Customer Experience Task Group's recommendations to receive such an update report, plus any relevant new information.	To seek reassurance.	Empowering communities	Mark Nuti, Cabinet Member for Communities Marie Snelling, Executive Director of Customer and Communities
7 October 2022	Scrutiny update	Digital Exclusion Report	To receive a report about digital exclusion as discussed on 17 September 2021 Select Committee meeting.	To enable the Select Committee to monitor and seek reassurance that all residents feel supported by the Council. Nobody, particularly elderly and vulnerable are not left behind due to emphasis on digital/technology and the use of chatbots.	Growing a sustainable economy so everyone can benefit, empowering communities	Mark Nuti, Cabinet Member for Communities; Marie Snelling, Executive Director of Customer and Communities
	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.	Oversight and exercise critical friend function, to ensure transparency and good value for money within the investment 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

	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 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."	To provide oversight and monitoring.	Growing a sustainable economy so everyone can benefit, empowering communities	Simon Crowther, Director of Land and Property
9 December 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.	Scrutiny review	Matt Scott, Chief Information Officer
Task and Finish Groups; Member Reference Groups						
Timescale of Task Group	Budget scrutiny	Budget Task Group	To enable in-depth scrutiny of the 2022/23 budget, cutting across the remits of all four Select Committees.	To ensure that the 2022/23 budget offers good value for money in all the Council's service areas, enabling the	Growing a sustainable economy so everyone can benefit	<u>Membership:</u> Nick Darby (Chairman) Ayesha Azad, Liz Bowes, Will Forster, John

				best outcomes for residents.		O'Reilly, Rebecca Paul, Lance Spencer, Buddhi Weerasinghe Robert Evans
September 2021 to January 2022	Oversight and assurance	Accommodation with Care and Support (Informal Group led by the Chairman and supported by Vice Chairs)	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	<u>Membership:</u> Nick Darby, Will Forster, Vice Chair 2 (vacant)
Ongoing until further notice from the Chairman (informal)	Oversight and assurance	Accommodation with Care and Support (Informal Group led by the Chairman and supported by Vice Chairs)	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	<u>Membership:</u> Nick Darby, Will Forster, Vice Chair 2 (vacant)
To be received in writing and informal briefing sessions						
8 November 2021	Cyber Threat	For the Select Committee to receive information on the cyber threat - request made at the 18 March 2021 meeting.	The Select Committee is informed, and assurances considered regarding the cyber threat and how this affects the Council (completed).		Empowering communities	Matt Scott, Chief Information Officer

8 November 2021	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
January 2022 (TBC)					

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.
- **Notes of Performance Monitoring Session:** A record of the most recent informal Performance Monitoring session (conducted every 2-4 months)