

## Resources and Services Overview and Scrutiny Committee

## Work Programme 2019/2020

## PROGRAMMED SCRUTINY BY THE COMMITTEE FOR THE REMAINDER OF THE MUNICIPAL YEAR

In presenting this work programme to the Committee, it is invited to determine whether the programme needs to be adjusted, including items covered, the scope of the programmed reviews and whether Portfolio Holders or others are to be invited to present to them. Specific information requirements of Councillors to undertake the programmed reviews should also be identified as should any Councillor development needs.

| Meeting Date                         | Topics                                    | Detail  | Portfolio Holder (and whether to be invited) | Lead Officer                       |
|--------------------------------------|---|---|--|------------------------------------|
| 28 November 2019<br>16 December 2019 | Performance Report 2019/20 Second Quarter | To undertake scrutiny of:<br>(a) Is the performance monitoring system capturing the right level of data to support delivery of the Corporate Plan and its priorities and projects – and to make recommendations thereon.<br>(b) Is there performance as identified in the monitoring data that warrants scrutiny of an activity – and to determine whether and how that scrutiny should take place; including it as appropriate in the work programme. The performance data could be an improving position where scrutiny can look for lessons that may have a service or broader implication for the future, an unchanging position and scrutiny may be appropriate because of further resource changes that would on the face of it suggest performance would change or declining performance where the scrutiny may be about how this has happened and what needs to be done to improve performance. | Cllr G Guglielmi (not invited)               | Katie Wilkins<br>Anastasia Simpson |
|                                      | Corporate Budget and                      | To present the financial performance report for the   | Cllr G Guglielmi                             | Richard Barrett                    |

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|                                    | Financial Forecast Monitoring 2019/20 Second Quarter                                     | <p>second quarter of 2019/20 to consider:</p> <p><i>In respect of the in-year budget position to date:</i></p> <ul style="list-style-type: none"> <li>Any adverse issues emerging during the quarter and the action taken to manage / mitigate the associated risk.</li> <li>Any emerging issues / themes that may have an impact on future quarters / years and what information the Committee requires to help them support the Council in responding to the associated risk.</li> </ul> <p><i>In respect of the updated financial forecast:</i></p> <ul style="list-style-type: none"> <li>Key assumptions within the forecast to gain assurance that the forecast is broadly robust / resilient.</li> <li>External influences – have they been reflected within the forecast.</li> <li>Achievement against the savings delivery plan.</li> <li>Cost pressures and mitigation action taken to support the overall forecast</li> <li>Strategic review of service areas and the potential impact any associated plans on the forecast / detailed budget</li> </ul> | (not invited)                  |                           |
|                                    | Interim Scrutiny of the implementation of the new waste and recycling collection service | In advance of the scrutiny to be undertaken on 17 February 2020 to undertake an interim review.   | Cllr Michael Talbot            | Paul Price<br>John Hamlet |
| 16 December 2019<br>6 January 2020 | Initial Budget 2020/21 and Financial Forecast Scrutiny Detailed Review                   | <p>To present the Detailed Budget proposals for 2020/21 to consider:</p> <ul style="list-style-type: none"> <li>Key assumptions within the budget to gain</li> </ul>  | Cllr G Guglielmi (not invited) | Richard Barrett           |

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| (commencing at 9.30am)  |  | <p>assurance that it is broadly robust / resilient.</p> <ul style="list-style-type: none"> <li>• Deliverability of the savings included within the detailed budget</li> <li>• Robustness of the cost pressure forecasts</li> <li>• Adequacy of reserves to support the budget / forecast</li> <li>• Does the budget deliver against / reflect Corporate Priorities</li> <li>• Any relevant issues raised by the Council's External Auditor</li> </ul> |   |                 |
| 8 January 2020<br>(commencing at 9.30am)<br>- Members of the Committee should have attended the 6 January 2020 meeting. | Initial Budget 2020/21 and Financial Forecast Scrutiny Detailed Review | See above text - follow on from 6 January Meeting   | All Portfolio Holders (to be advised if not required)   | Richard Barrett |
| 17 February 2020  | Annual Capital and Treasury Strategy Scrutiny                          | <p>To present the Annual Strategy for to consider:</p> <ul style="list-style-type: none"> <li>• Key changes since last year</li> <li>• Adequacy of resources / internal expertise to deliver against the Strategy</li> <li>• Key Investment and borrowing assumptions</li> <li>• Advice from external treasury advisors</li> <li>• The level of accepted risk</li> </ul>  | Cllr G Guglielmi (invitation position to be determined) | Richard Barrett |

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|               |  | <ul style="list-style-type: none"> <li>• Key investment / borrowing criteria</li> </ul>  |  |                                    |
|               | Performance Report 2019/20 Third Quarter   | To enable the Committee to scrutinise the performance monitoring system and identify from the relevant performance data future work programme scrutiny items. (see fuller detail for 16 December meeting)  | Cllr G Guglielmi (invitation position to be determined)    | Katie Wilkins<br>Anastasia Simpson |
|               | Scrutiny of the implementation of the new waste and recycling collection service | <ul style="list-style-type: none"> <li>• Emphasis should be on the implementation and planning of the roll out of the service.</li> <li>• Focus on the results that we have - recycling performance data compared to expected data,</li> <li>• waste minimisation,</li> <li>• And overview of the roll out of the service.</li> </ul>  | Cllr Michael Talbot (invitation position to be determined) | Paul Price<br>Jonathon Hamlet      |
|               |  |  |  |                                    |
| 23 March 2020 | Corporate Budget and Financial Forecast Monitoring 2019/20 Third Quarter         | <p>To present the financial performance report for the third quarter of 2019/20 to consider:</p> <p><i>In respect of the in-year budget position to date:</i></p> <ul style="list-style-type: none"> <li>• Any adverse issues emerging during the quarter and the action taken to manage / mitigate the associated risk.</li> <li>• Any emerging issues / themes that may have an impact on future quarters / years and what information the Committee requires to help them support the Council in responding to the associated risk.</li> </ul> <p><i>In respect of the updated financial forecast:</i></p> <ul style="list-style-type: none"> <li>• Key assumptions within the forecast to gain assurance that the forecast is broadly robust / resilient.</li> <li>• External influences – have they been</li> </ul> | Cllr G Guglielmi (invitation position to be determined)    | Richard Barrett                    |

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|  |   | <p>reflected within the forecast.</p> <ul style="list-style-type: none"> <li>• Achievement against the savings delivery plan.</li> <li>• Cost pressures and mitigation action taken to support the overall forecast</li> <li>• Strategic review of service areas and the potential impact any associated plans on the forecast / detailed budget</li> </ul>          |  |               |
|  | Review of the Year and Work Programme 2020/21 | To review this year's work and to seek Members' approval to a draft programme of work for the Resources and Services Overview and Scrutiny Committee for the coming municipal year for recommendation to the Annual Council meeting 2020.  | Not applicable   | Keith Simmons |
|  | Energy Efficiency                             | <p>To enable the Committee to scrutinise the work that the Council has undertaken in respect to Climate Change and Energy efficiency. The main focus should be on</p> <ul style="list-style-type: none"> <li>• Scrutiny of the work undertaken by the Climate Change Working Party.</li> <li>• Home energy efficiency, in particular the Eco3 initiative.</li> </ul> | Cllr Neil Stock OBE (invitation position to be determined) | Tim R Clarke  |

### SCRUTINY TO BE PROGRAMMED

| Topic  | Detail and Comments   | Lead Officer(s) |
|--|---|-----------------|
| Review of the Councils Public Convenience Strategy | To be programmed once the announced Business Rate Relief on Public Toilets is introduced. Minute 112 of Cabinet on 15 February 2019 refers. | Richard Barrett |
| Council House Building Programme                   | As referenced by the Community Leadership Overview and Scrutiny Committee. Minute 64 of the Community                                       | Paul Price      |

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|  | Leadership Overview and Scrutiny Committee on 5 August 2019 refers |  |
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### SCRUTINY UNDERTAKEN TO THIS POINT IN THE MUNICIPAL YEAR

| Meeting Date    | Topics  | Detail   |
|-----------------|---|--|
| 24 June 2019    | Careline Computer System  | The Committee undertook pre-decision scrutiny of the then forthcoming decision by the Corporate Finance and Governance Portfolio Holder and Housing Portfolio Holder on the Replacement of Careline Computer and Call Handling System. The Council's Head of Customer and Commercial Services (Mark Westall) attended the meeting and answered Members' questions on the then proposed decision. |
|                 | Performance Report 2018/19 (Resources & Services) for the period January to March 2019 (Quarter 4 - Outturn). | The Committee scrutinised the performance monitoring system with a view to identifying, from the relevant performance data, future work programme scrutiny items.  |
| 29 July 2019    | Financial Outturn for the year 2018/19 and General Fund Variance.   | The Committee scrutinised the Council's financial outturn for the year 2018/19 and the allocation of the associated General Fund Variance for the year.  |
|                 | North Essex Garden Communities Ltd and its Business Plan  | The Committee reviewed the scrutiny arrangements for the company and determined to establish a joint Scrutiny Panel for this work.   |
|                 | Ground Maintenance (Including Weed Spraying)  | The Committee scrutinised the arrangements for, funding of and delivery of the public realm grounds maintenance service and, within this, the weed control on highways.  |
|                 | New statutory guidance on overview and scrutiny.  | The Committee considered the content of the new statutory guidance on the operation of overview and scrutiny functions in local authorities.   |
| 14 October 2019 | Performance Report 2019/2020 First Quarter  | The Committee scrutinised the performance monitoring system with a view to identifying, from the relevant performance data, future work programme scrutiny items.  |
|                 | Corporate Budget and Financial Forecast Monitoring 2019/20 first Quarter                                      | The Committee scrutinised the corporate budget and financial forecast for the first quarter of 2019/20 as follows:<br><br><i>In respect of the in-year budget position to date:</i>  |

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|  |  | <ul style="list-style-type: none"> <li>Any adverse issues emerging during the quarter and the action taken to manage / mitigate the associated risk.</li> <li>Any emerging issues / themes that may have an impact on future quarters / years and what information the Committee requires to help them support the Council in responding to the associated risk.</li> </ul> <p><i>In respect of the updated financial forecast:</i></p> <ul style="list-style-type: none"> <li>Key assumptions within the forecast to gain assurance that the forecast is broadly robust / resilient.</li> <li>External influences – have they been reflected within the forecast.</li> <li>Achievement against the savings delivery plan.</li> <li>Cost pressures and mitigation action taken to support the overall forecast</li> <li>Strategic review of service areas and the potential impact any associated plans on the forecast / detailed budget</li> </ul> |
|  | Review of the Business Case for the future of publicly owned leisure centres within the District | The Committee considered an outline of the proposed Business Case for the Future of publicly owned leisure centres within the district and the specific business case presented to it for investment at Clacton Leisure Centre.  |
|  | Corporate Plan (Subject to agreement)  | The Committee undertook pre-decision scrutiny of the emerging Corporate Plan 2020-24 and Priorities and Projects for 2020/21.  |