

**Resources and Services Overview and Scrutiny Committee**

**Work Programme 2019/2020**

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

Rule 7 of the Overview and Scrutiny Procedure Rules in the constitution require Overview and Scrutiny Committees to co-ordinate and prioritise their work programmes on an ongoing basis. In presenting this work programme, the Committee 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.

In undertaking the review of its work programme, and generally, the Committee must have regard to the role, functions and principles for overview and scrutiny as set out at Article 6 of the Constitution.

<b>Meeting Date</b>	<b>Topics</b>	<b>Detail</b>	<b>Portfolio Holder (and whether to be invited)</b>	<b>Lead Officer</b>
17 February 2020	Annual Capital and Treasury Strategy Scrutiny	To present the Annual Strategy for to consider: <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><li>• Key investment / borrowing criteria</li></ul>	Cllr G Guglielmi (invitation position to be determined)	Richard Barrett

	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 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> <li>• Waste on the A120 left by those travelling to and from the Waste Transfer Station.</li> <li>• Clinical Waste Collection – possible expansion</li> <li>• the numbers subscribing to the green waste service, how has that compared over time, what is the tonnages of waste collected, what is the cost-income assessment for the service and how do charges compare with similar schemes?</li> <li>• The use of non-compostable bags</li> <li>• An assessment of the numbers of properties on black sack collections and the extent to which they are utilising red/green recycling boxes compared with those using wheelie bins and the measures taken/planned to increase recycling amongst this group.</li> </ul>	Cllr Michael Talbot	Paul Price Jonathon Hamlet

	<p>Future use of Spendells House, Walton-on-the-Naze – the proposed decision by Cabinet on 20 March 2020 on the future use of this building following the Council's previous decision to cease to use it. [Notice first published 19/08/2019]</p>	<p>This review is under the provisions of Procedure Rule 13. The Committee may question members of the Cabinet and Officers and seek the views of local stakeholders and/or other interested parties. Cabinet must take into account any recommendations expressed by this Committee when determining the final decision on this matter.</p> <p><i>[Note: The inclusion in its work programme of a review of the Spendells proposed capital scheme and the contribution the scheme is intended to make to address homelessness was referred by this Overview and Scrutiny Committee (OSC) on 8 January 2020 to the Community Leadership OSC on 13 January 2020 (Minute 87 refers).]</i></p>	<p>Paul Honeywood</p>	<p>Tim R Clarke</p>
<p>23 March 2020</p>	<p>Corporate Budget and Financial Forecast Monitoring 2019/20 Third Quarter</p>	<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</li> </ul>	<p>Cllr G Guglielmi (invitation position to be determined)</p>	<p>Richard Barrett</p>

		<p>support the Council in responding to the associated risk.</p> <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 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 Leadership Overview and Scrutiny Committee on 5 August 2019 refers	Paul Price

### 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	<p>The Committee scrutinised the corporate budget and financial forecast for the first quarter of 2019/20 as follows:</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>

	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.
16 December 2019	Performance Report 2019/20 Second 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 Second Quarter	The Committee scrutinised the corporate budget and financial forecast for the second quarter of 2019/20.
<del>16 December 2019</del> 6 and 8 January 2020	Initial Budget 2020/21 and Financial Forecast Scrutiny Detailed Review	The Committee undertook a detailed examination of the underlying budget and the proposed adjustments to it for 2020/21. The Committee developed lines of enquiry and officers and Cabinet Members were able to consider these and respond in the narrow time frame. The Committee then explored further with those officers and Cabinet members the responses provided. A series of recommendations were then submitted to cabinet as part of its preparation for the Budget 2020/21.

## Resources and Services Overview and Scrutiny Committee

### Work Programme 2020/2021

#### SCRUTINY PROPOSALS FOR THE NEXT MUNICIPAL YEAR

Article 6.01 of the Council's Articles and Rule 7 of the Council's Overview and Scrutiny Procedure Rules both require each Overview and Scrutiny Committee to submit a work programme for the year ahead and a review of the previous year's activities to the Annual Meeting of the Council for approval.

The Committee will need to determine its programme for scrutiny in 2020/21; 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.

The following have been identified to this point:

Topics	Detail/Purpose of scrutiny and Comments	Lead Officer
The £1 Princes Theatre Ticket Levy/Transformation Programme for the Town Hall	Refurbishment of the Town Hall/Princes Theatre Toilets in 2020/21 and the funding of future projects through the £1 ticket levy. <b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b>	Corporate Director (Operational Services)
Office Transformation - Progress	Use of the available budget for the project and its deliverables in terms of service improvements and monetarised savings. This will also look at planning for this work and the extent to which it was realistic and oversight of delivery. <b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b>	Head of Property Services
IT Transformation – original plans, progress, and deliverables	Use of the available budget for the project and its deliverables in terms of service improvements and monetarised savings. This will also look	Head of IT and Corporate Resilience



	<p>at planning for this work and the extent to which it was realistic and oversight of delivery.</p> <p><b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b></p>	
Clacton cemetery – preparation of the anticipated expansion site for the cemetery and use of that budget.	<p>Progress with the extension (and plans for further extensions) to meet expectations, with the anticipated tender process before March 2020, with commencement of work in summer 2020 and project completion within 2020/2021.</p> <p><b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b></p>	Corporate Director (Operational Services)
Fees and Charges Setting – rationale for decisions to increase/not increase	<p>To examine the overriding principles that services need to take into account when setting fees and charges and the extent to which significant reviews take place when exploring and developing commercial ideas such as crematorium expansion / car park improvements.</p> <p><b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b></p>	Head of Finance, Revenues and Benefits
Additional Council House delivery	<p>Specifically looking at arrangements for financing the 100 new homes. The delivery of the 10 new homes in Jaywick Sands in 2020 will be reviewed and the Committee will consider the emerging spatial plan for that area and, specifically, the intentions and timings for the next phase of development.</p> <p><b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b></p>	Corporate Director (Operational Services)
Disabilities Facilities Grant	<p>Looking at numbers of requests over time, targets for completing assessments of requests, commissioning the works, undertaking of the works and payment for those works.</p> <p><b>As identified by this Committee at its meeting on 8 January 2020 (Minute 45 refers)</b></p>	Corporate Director (Operational Services)