

Corporate Scrutiny Committee – WORK PROGRAMME (as at 3/07/23)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
August 2023				
31 August 2023	2023/24 Quarter 1 General Fund and Housing Revenue Account (HRA) Finance Update	Anna Crouch, Head of Finance	-	30 minutes
31 August 2023	Council Delivery Plan	Mike Murphy, Head of Human Resources and Organisational Development	-	30 Minutes
31 August 2023	2022/23 Quarter 1 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes
November 2023				
23 November 2023	2023/24 Quarter 2 General Fund and Housing Revenue Account (HRA) Finance Update	Anna Crouch, Head of Finance	-	30 minutes
23 November 2023	Repairs Performance follow up	Jane Rochelle, Head of Housing	-	30 Minutes

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
23 November 2023	2022/23 Quarter 2 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes
January 2024				
4 January 2024	Draft Housing Revenue Account (HRA) Budget and Rents 2024/25	Anna Crouch, Head of Finance	-	30 minutes
4 January 2024	Draft General Fund Budget 2024/25	Anna Crouch, Head of Finance	-	30 minutes
4 January 2024	Draft Capital Strategy, Treasury Management Strategy and Prudential Indicators	Anna Crouch, Head of Finance	-	30 minutes
4 January 2024	Draft Robustness of Budget Estimates and Adequacy of Reserves	Glenn Hammons, Strategic Director of Resources (Section 151 Officer)	-	30 minutes

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
February 2024				
20 February 2024	2023/24 Quarter 3 General Fund and Housing Revenue Account (HRA) Finance Update	Anna Crouch, Head of Finance	-	30 minutes
20 February 2024	Customer Services Annual Report	Nichola Oliver, Customer Services Team Manager	-	30 minutes
20 February 2024	2022/23 Quarter 3 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes
May 2024				
23 May 2024	Annual Scrutiny Report	Andy Barton, Strategic Director	-	20 minutes
23 May 2024	2022/23 Quarter 4 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes

Requests for Items - NONE

Date request Received	Requested by	Summary of request	Consideration by scrutiny Y/N	Reasons

Principles and Criteria used for Assessing Items Put Forward

Identify Issues for consideration by Scrutiny

- Consulting with members of Scrutiny Committees, senior officers, Cabinet members – horizon scanning on policy development
- Looking at the corporate priorities, Council Delivery Plan and Cabinet Forward plan – identify key issues/topics for investigation/inquiry
- Considering events and decisions in the Council's calendar which could require an input/consultation via scrutiny – eg budget setting, CDP development
- Considering requests from members – eg via another forum or scoping report submitted
- Evaluating the Council's performance – eg quarterly reports, end of year reports, reviewing success of a particular scheme or initiative
- Reviewing any follow up work required after previous scrutiny work

Prioritise the potential list of scrutiny topics based on factors including

- the resources required to deliver it (from members, offices and financially)
- the value and level of impact which could be achieved
- link to the council's priorities
- whether it is a regular recurring item which requires consideration before Cabinet/Council approval
- consideration of the guidance for selecting scrutiny topics

Topics are suitable for Scrutiny when	Topics are not suitable for Scrutiny when
Scrutiny could have an impact and add value	The issue is already being addressed elsewhere and change is imminent
The topic is of high local importance and reflects the concerns of local people	The topic would be better addressed elsewhere (and will be referred there)
The resources are available that would be required to conduct the review – staff and budget	Scrutiny involvement would have limited or no impact on outcomes
It avoids duplication of work elsewhere	The topic would be sub-judice or prejudicial to the councils interests
The issues is one that the committee can realistically influence	The topic is too broad to make a review realistic
The issue is related to an area where the council or one of its partners is not performing well	New legislation or guidance relating to the topic is expected in the next year