

Corporate Scrutiny Committee – WORK PROGRAMME (as at 23/12/24)

| Date of Meeting | Item | Lead Officer | Witnesses | Indicative Agenda Item Duration |
|-------------------|---|---|-----------|---------------------------------|
| March 2025 | | | | |
| 13 March 2025 | <p>Performance Monitoring Report</p> <p>To report on the Council’s performance during 2024/25 Q3, measured against the indicators as set out in the Council Delivery Plan 2023-2028</p> | Mike Murphy, Head of Human Resources and Organisational Development | | 30 minutes |
| 13 March 2025 | <p>2024/25 Q2 Finance Performance Monitoring</p> <p>For Members to note and comment on the performance of the General Fund and Housing Revenue Account (HRA) budgets, during 2024/25 Q2.</p> | Anna Crouch, Head of Finance | | 30 minutes |
| 13 March 2025 | <p>Workforce Strategy</p> <p>To consider new medium and long-term policies relating to the Council's workforce, i.e., recruitment, retention, the use of apprenticeship schemes and aims to reduce the use of agency staff, ahead of the new strategy being presented to the Cabinet.</p> | Mike Murphy, Head of Human Resources and Organizational Development | | 30 minutes |

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|-----------------|---|---|-----------|---------------------------------|
| May 2025 | | | | |
| 8 May 2025 | <p>Performance Monitoring Report</p> <p>To report on the Council's performance during 2024/25 Q4, measured against the indicators as set out in the Council Delivery Plan 2023-2028.</p> | Mike Murphy, Head of Human Resources and Organisational Development | | 30 minutes |
| 8 May 2025 | <p>2024/25 Q3 Finance Update</p> <p>For Members to note and comment on the performance of the General Fund and Housing Revenue Account (HRA) budgets, during 2024/25 Q3.</p> | Anna Crouch, Head of Finance | | 30 minutes |
| 8 May 2025 | <p>Customer Services Annual Report</p> <p>The Committee having previously agreed that this report is to be a standing item annually, this report will set out performance metrics used and what action has and is planned to be taken to address any areas of concerns, the current strategies and recent history of changes impacting on the service, current and historic performance, comparison to other councils and corporate complaints performance.</p> | Nichola Oliver, Customer Services Team Manager | | 30 minutes |

Work requests considered by the Scrutiny Work Programming Group

| Corporate Scrutiny Committee | |
|--|--|
| Request | Update |
| Communicating with the public | <p>This was raised at a Community Scrutiny meeting in 2024. The Communications Team Manager presented an information paper regarding the Improving Customer Contact project to the Scrutiny Work Programming Group (SWPG) in October 2024. It was agreed that she would present another paper to the group at the half-way point of the project, to enable further scoping of Scrutiny’s role in the process.</p> <p><u>Update, December 2024</u></p> <p>The Communications Team Manager has said that the planned mid-way stage of the project should be reached in early 2026, and she will return to the SWPG to discuss the matter further as close to that point as is practicable, depending on the agreed meeting schedule.</p> |
| Employee Resourcing (including agency expenditure) | <p>Issues regarding Employee Resourcing were raised by the Corporate Scrutiny Committee during 2024.</p> <p><u>Update December 2024</u></p> <p>The Workforce Strategy report will be presented to the Corporate Scrutiny Committee in March 2025. It will incorporate an information paper to be sent to the SWPG beforehand, which in turn will incorporate issues raised by the Committee.</p> |

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 |

PREVIOUS SCRUTINY RECOMMENDATIONS TO CABINET

- Regarding the Consultation on Enabling Remote Attendance and Proxy Voting at Local Authority Meeting report, the recommendation of the Corporate Scrutiny Committee at their meeting on 5 December 2024, the Cabinet answer “no” to the principle of proxy voting in their response to the Government consultation, was accepted by the Cabinet at their meeting on 17 December 2024.
- Regarding the Council Tax Discounts and Exemptions/Business Rates Relief report, the recommendations of the Corporate Scrutiny Committee at their meeting on 5 December 2024 are scheduled to be presented to the Cabinet on 9 January 2025.
- Regarding the LGA Peer Review report, the comments of the Corporate Scrutiny Committee at their meeting on 5 December 2024 were presented to the Cabinet on 17 December 2024, but no formal recommendations were moved.
- Regarding the Performance Monitoring Report, the comments of the Corporate Scrutiny Committee at their meeting on 5 December 2024 are scheduled to be presented to the Cabinet on 25 February 2024, but no formal recommendations were moved.