

## Business and Resources Overview and Scrutiny Committee Work Programme 2023/24

<b>Committee meeting date</b>	<b>Topic</b>	<b>Purpose</b>	<b>Lead Officer</b>	<b>Executive member</b>
4 July 2023	Strategic finance headlines	To give the committee an overview of financial challenges, pressures and opportunities facing the council	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
4 July 2023	Workforce Strategy development	To give the committee an overview of the development of the workforce strategy and an opportunity to consider areas such as externally provided workforce, use of consultants, and vacancies.	Director of Business Transformation and Change	Executive member for Digital and Customer Services
4 July 2023	Asset and fleet management approach	To give the committee an outline of the proposed strategic approach to asset management and fleet.	Director of Resources	Executive member for Finance and Assets
4 July 2023	Fees and charges	To understand the policy, process and programme for the further harmonisation of fees and charges, any likely issues and contentious areas and how these are being approached.	Chief Finance Officer (Section 151) plus other Chief Officers	Executive member for Finance and Assets
29 August 2023	Budget setting process 2024/25 budget	To give the committee an overview of budget setting process and key drivers (including plans for consultation and engagement)	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
29 August 2023	Council Tax exemptions, discounts and premiums	To understand Council Tax options for 2024/25 - where discretion is possible and what proposed exemption, discounts etc and consider council policy approach. The committee will be asked to agree how to approach this item – the suggestion is a short task and finish or scrutiny in day approach.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
24 October 2023	Workforce data	Update on vacancies, externally provided workforce and absence levels (requested by Committee on 4 July)	Director of Business Transformation and Change	Executive member for Digital and Customer Services
24 October 2023	Workforce strategy	Review of draft strategy and update on strategic plans that will support delivery of the high-level strategy	Director of Business Transformation and Change	Executive member for Digital and Customer Services
24 October 2023	Quarterly budget monitoring report - Q1 position	Part of the budget scrutiny role of this committee.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
24 October 2023	Medium Term Financial Plan	To consider the draft MTFP before it is presented to Executive.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
24 October 2023	Budget setting proposals	Update on budget setting process including budget consultation proposals.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
24 October 2023	Executive and Scrutiny Protocol	To endorse the protocol and recommend forwarding to Executive for endorsement	Assistant Chief Executive	Cross-cutting

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28 November 2023	Capital programme governance arrangements – update from PMO	To provide the committee with an understanding of the governance around the capital programme approval process.	Director of Business Transformation and Change	Executive member for Finance and Assets
28 November 2023	Transformation Programme outline	To set out the transition process so far, including Post Day 1 programme of work progress, emerging transformation programme and governance arrangements.	Director of Business Transformation and Change	Executive member for Governance and Thriving Communities
19 December 2023	Budget setting process 2024/25	An update on the process carried out to date, any issues and any implications from the government's financial settlement	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
19 December 2023	Quarterly budget monitoring report – Q2 position	Part of the budget scrutiny role of this committee.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
19 December 2023	Delivery Plan development	Review development of the Delivery Plan which will form the basis of the performance framework for the Council Plan, setting out priority projects/activity and key performance measures	Assistant Chief Executive - Strategy, Policy and Performance	Executive member for Policy and Performance
20 February 2024	Commissioning and procurement – Think Local, Buy Local	To consider progress on local approach to commissioning and procurement in line with the Social Value Act and understand how further changes to procurement legislation are being addressed	Director of Business Transformation and Change	Executive member for Governance and Thriving Communities
20 February 2024	Quarterly budget monitoring report	Part of the budget scrutiny role of this committee.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
20 February 2024	Council Tax exemptions, discounts and premiums	Report from task and finish group	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
20 February 2024	Outside and non-statutory bodies	Set up outside bodies TFG to determine if the non-statutory bodies would also be appointed to in the new municipal year	Democratic Services Manager	Executive member for Governance and Thriving Communities
20 February 2024	Asset management performance update	Scrutiny of progress on metrics such as reducing revenue spend on assets and identification of capital receipts (added following item at committee on 4 July)	Director of Resources	Executive member for Finance and Assets
16 April 2024	Quarterly performance report	Quarterly performance monitoring reports will help the committee to identify any areas of underperformance that may require further scrutiny work.	Assistant Chief Executive - Strategy, Policy and Performance	Executive member for Policy and Regulatory Services

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16 April 2024	Quarterly budget monitoring report – Q3 position	Part of the budget scrutiny role of this committee.	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
16 April 2024	Outside and non-statutory bodies	Report of outside bodies TFG to determine if the non-statutory bodies would also be appointed to in the new municipal year	Democratic Services Manager	Executive member for Governance and Thriving Communities
16 April 2024	Equality objectives	Consider early proposals for equality objectives for 2024-2028	Assistant Chief Executive - Strategy, Policy and Performance	Executive member for Governance and Thriving Communities
16 April 2024	Carbon and energy management plan	Receive the (Draft) Carbon and Energy Management Plan	Director of Resources	Executive Member for Sustainable, Resilient and Connected Places

Items proposed to be included and scheduled in 2024/25:

- Treasury management strategy (potential to carry out joint work with Audit Committee)
- Contract monitoring of significant partnerships
- Commercialisation Strategy
- Corporate Asset Management
- Budget monitoring and scrutiny
- ICT strategy (transformation programme)
- Cumberland Community Vision and Strategy
- Review of any complaints
- LEP handover review

## Regular items

<b>Topic</b>	<b>Purpose</b>	<b>Committee meeting date</b>	<b>Lead Officer</b>	<b>Executive member</b>
Quarterly budget monitoring reports	Receiving quarterly budget monitoring reports will inform the budget scrutiny role of this committee.	24 Oct 2023 19 Dec 2023 20 Feb 2023 16 Apr 2024	Chief Finance Officer (Section 151)	Executive member for Finance and Assets
Quarterly performance reports	Receiving quarterly performance monitoring reports will help the committee to identify any areas of underperformance that may require further scrutiny work. It will also help the committee in their overview role in terms of the performance management framework.	19 Dec 2023 20 Feb 2023 16 Apr 2024	Assistant Chief Executive - Strategy, Policy and Performance	Executive member for Policy and Regulatory Services
Forward Plan of key decisions	To be considered as part of update report to each committee – will help the committee identify any forthcoming decisions that may benefit from pre-Scrutiny.	All	Scrutiny officer	All

## Task and finish groups (TFGs)

<b>Topic</b>	<b>Purpose</b>	<b>Members</b>	<b>Timescale and status</b>	<b>Outcome</b>
Second homes Council Tax charges	To review proposed charge increases and consider implications for those impacted, the implications of current legislation and the impacts on council budgets.	Four members of Business and Resources OSC	January - March 2024 Complete	Report produced
Staffing considerations (to be agreed)	To be scoped	Business and Resources OSC members, plus members of other OSCs	April 2024 onwards	