

**TELFORD & WREKIN COUNCIL**

**FINANCE & ENTERPRISE SCRUTINY COMMITTEE – 28 NOVEMBER 2018**

**WORK PROGRAMME 2018/19**

**REPORT OF THE ASSISTANT DIRECTOR: GOVERNANCE,  
PROCUREMENT & COMMISSIONING**

**1.0 PURPOSE**

- 1.1 To enable the Finance & Enterprise Scrutiny Committee to consider and agree the Committee’s work programme for 2018/19.

**2.0 RECOMMENDATIONS**

- 2.1 That the Committee agree its Terms of Reference (Appendix 1)**
- 2.2 That the Committee agree items for the 2018/19 work programme (Appendix 2); and**
- 2.3 That the Committee agree meeting dates for the remainder of the 2018/19 municipal year.**

**3. SUMMARY IMPACT ASSESSMENT**

<b>COMMUNITY IMPACT</b>	Do these proposals contribute to specific Priority Plan objective(s)?	
	No	
	Will the proposals impact on specific groups of people?	
	No	Borough Wide
<b>DELIVERY DATE</b>	The 2018/19 work programme should be delivered in-year before the pre-election period begins.	
<b>FINANCIAL/VALUE FOR MONEY IMPACT</b>	Yes/No	Scrutiny has a role in ensuring that local government is effective and accountable. This includes undertaking reviews and challenging and monitoring performance. There is provision for the cost of supporting the Scrutiny function in the 2018/19 budget and the work programme will need to be managed within those resources, any variance that arises will be reported as appropriate as part of financial monitoring. The financial implications of any recommendations made by Scrutiny should be considered as part of reports as relevant.  Scrutiny also plays an important part of the

		budget consultation process which is reflected in the work programme and is a key piece of work which feeds into the Council's overall budget strategy  PH 8.6.18
<b>LEGAL ISSUES</b>	Yes/No	Overview & Scrutiny for local authorities was introduced as part of the modernisation of local government in Section 21 of the Local Government Act 2000. It required every local authority to have at least one O&S committee, to: hold the Executive to account; undertake policy development and review; monitor and improve performance; investigate issues of public concern; and carry out external scrutiny including the NHS.  Establishing a work plan, and resources as set out in this report will assist O&S to effectively meet its objectives.  SAD – 14.05.18
<b>OTHER IMPACTS, RISKS &amp; OPPORTUNITIES</b>	No	
<b>IMPACT ON SPECIFIC WARDS</b>	No	Borough-wide impact.

## **PART B) – ADDITIONAL INFORMATION**

### **1.0 BACKGROUND INFORMATION**

- 1.1 The Terms of Reference for the Finance & Enterprise Scrutiny Committee is attached at Appendix 1. On 24 May 2018, Full Council delegated authority to each Committee to approve its own Terms of Reference.
- 1.2 The suggestions shown in Appendix 2 were considered by the Scrutiny Management Board on 5 June 2018 and referred to the Finance & Enterprise Scrutiny Committee to decide which issues should be included in the Committee's Work Programme. In making decisions about the work programme, the Committee should consider any feedback from both Senior Managers and Scrutiny Management Board and the following "Criteria for Scrutiny":-
- How far scrutiny can realistically change or influence things;
  - The extent to which residents or businesses are affected by the issue;

- How well the Council and Partners are performing in the area; and
  - What else is happening to avoid duplication or wasted effort.
- 1.3 Scrutiny Management Board allocated a baseline of four formal meetings during the municipal year for scrutiny of items on the Finance & Enterprise Scrutiny Committee's work programme. This allocation does not include informal or sub-group meetings which may be held to gather evidence as part of a review, briefing meetings or regional/external scrutiny meetings.
- 1.4 The work programme needs to be flexible to allow for important issues which emerge during the year to be scrutinised. However, if a new topic is added to the work programme, consideration must be given to removing an existing item to avoid the workload becoming unmanageable and losing focus.
- 1.5 The Committee should be mindful that 2018/19 is an election year and any reviews will need to be completed by the end of December 2018 at the latest to enable preparation and agreement of final reports to Cabinet before the pre-election period begins in March 2019.

## **2.0 PREVIOUS MINUTES**

- 2.1 None.

## **3.0 BACKGROUND PAPERS**

- 3.1 Scrutiny Handbook.

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## **FINANCE & ENTERPRISE SCRUTINY COMMITTEE TERMS OF REFERENCE**

1. The group will be made up of 7 elected members of the Scrutiny Assembly, appointed at Annual Council in line with the political balance of the Council. The Committee may include Co-opted scrutiny members but they must not exceed 50% of the number of elected members. Vice-Chairs may be appointed by majority decision of the Committee.
2. The Committee will fulfil three tasks:
  - a. be the main mechanism by which the Cabinet will formally consult scrutiny on the consideration of their budget proposals and allow non-executive members full access to all Council financial data;
  - b. to monitor the service and financial performance of Council services through regular review of performance monitoring reports and such other information as members consider necessary.
  - c. Receive reports on the income generation for the Council and the Council's role in promoting economic growth in the local economy and scrutinise as appropriate
3. Relevant Cabinet Members, Corporate Directors, Assistant Directors and Service Delivery Managers will attend the Committee at the request of the Chair. Representatives from partner organisations may be invited to attend.
4. The meetings will follow the principles of scrutiny i.e. no party whip will be applied and a constructive, evidence based approach will be used.
5. The Committee will consider matters referred by the Scrutiny Management Board, and will exercise discretion as to whether a suggestion falls within the remit of the Committee to scrutinise.
6. If the Chair and Vice Chair are unable to attend a meeting the members present will elect a Chair for the meeting.
7. The meetings will be administered by Scrutiny Services and Democratic Services. Meetings will be held regularly and dates will be agreed by the members of the Committee at the start of each municipal year. Members of the Committee may call additional meetings as required to follow up concerns identified in their scheduled meetings or sub-sets of members may form working groups that meet outside the scheduled meetings to investigate specific issues.
8. All Scrutiny Committee meetings will be held in public, unless exempt information is being considered or discussed. Scrutiny Committees may appoint sub-groups to carry out investigative work as part of a review and these sub-groups may hold informal meetings but will report back their findings to the Scrutiny Committee.

9. From time to time members may become privy to information of a confidential nature. If this happens, members must maintain this confidence. Members are unable to request personal/confidential information from Officers about an individual or family.
10. Information obtained as a result of membership of the Committee is sensitive and should be treated as being confidential by members
11. The Chair will provide regular updates to meetings of the Scrutiny Management Board to inform the other Scrutiny Chairs of performance and budget issues relating to the remit of their Committees.
12. The Chair of the Committee, or his/her representative, will provide and present reports and recommendations agreed by the Committee to the Council's Cabinet when necessary.
13. The Committee will set its own work programme. The following issues may form part of the work programme each year:
  - a. Detailed consideration of revenue and capital budget proposals made by the Cabinet including;
    - efficiency and savings proposals to fund the budget deficit and their impact on services;
    - the capital programme and levels of borrowing;
    - the use of one-off resources, the level of balances and contingencies;
    - the budget consultation process, views of the public and whether spending proposals reflect the needs and wants of residents
    - level of Council Tax increase recommended by the Cabinet.
  - b. Consideration of the assumptions made in the Council's medium term financial strategy.
  - c. Regular consideration of service and financial performance monitoring reports to identify areas where additional information on plans for remedial action is required.
  - d. Undertaking reviews of areas of the budget to scrutinise the value of service outcomes for the community compared to the costs involved. Committee members will particularly seek to identify areas of low priority spending where savings could be made.
  - e. Consideration of the financial implications of major policy/service changes proposed by the Cabinet.
  - f. Consideration of financial reports and performance documents produced by the Council with a view to improving their usefulness to members of the council and members of the public
14. The quorum for a meeting is 3 elected members.

## Finance &amp; Enterprise Scrutiny Committee – 2018/19 work programme

Topics

Topic	Method	Scoped? Y/N	Timescale	Cabinet Member	Assistant Director	Other Participants	Expected Outcome/Impact
Budget Scrutiny		N	January 2018	Cabinet Member for Finance, Commercial Services & Economic Development	Finance & Human Resources	TBC	<u>Policy Development.</u> To consider proposals from the administration and opposition groups and make recommendations to Cabinet on the budget.
Civil Parking Enforcement		Part	Motion from Council July 2017	Cabinet Member for Housing & Enforcement	Customer & Neighbourhood Services		<u>Policy Development.</u> To make a recommendation to Cabinet as to whether or not to commit resources to developing a business case with a view to making an application for a Civil Parking Enforcement Order.

### Monitoring Activity

<b>Due Date</b>	<b>Date Circulated</b>	<b>Topic</b>	<b>Assistant Director and Responsible Officer</b>	<b>Outcome</b>
None Due	N/A	N/A	N/A	N/A

### Meeting Plans

<b>Meeting Dates</b>	<b>Meeting Type</b>	<b>Items</b>	<b>Cabinet Member</b>	<b>Assistant Director or Other Participants</b>
28 November 2018	Formal	Terms of Reference and Work Programme Civil Parking Enforcement Chair's Update	Cabinet Member for Housing & Enforcement	Angie Astley Matt Powell
8 January 2018	Formal	Budget Scrutiny	To be agreed	
15 January 2018	Formal	Budget Scrutiny	To be agreed	
21 January 2018	Formal	Budget Scrutiny and formulation of recommendations	To be agreed	
14 February 2018	Cabinet	Chair to present Scrutiny Recommendations on the Budget Proposals	N/A	N/A