

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

MUNICIPAL YEAR 2016/17

**FINANCE & PERFORMANCE
SCRUTINY COMMITTEE**

19th September 2016

AGENDA ITEM No. 4

DRAFTING A SCRUTINY WORK PROGRAMME FOR THE 2016/17 MUNICIPAL YEAR

REPORT OF THE DIRECTOR OF LEGAL AND DEMOCRATIC SERVICES

1. PURPOSE OF THE REPORT

To devise a rolling work programme for the Finance & Performance Scrutiny Committee for the 2016/17 municipal year.

2. RECOMMENDATIONS

It is recommended that Members of the Finance & Performance Scrutiny Committee:

- 2.1 Identify potential work topics and instruct officers to compile relevant information on these areas to enable Committee to determine whether they should be part of the 2016/17 Work Programme;
- 2.2 Agree an initial list of work topics for the 2016/17 Municipal Year (as set out in **Appendix 1**), as informed by the work of the Committee during 2015/16.

3. BACKGROUND INFORMATION

- 3.1 Members will recall that the approach used to assist the Finance & Performance Scrutiny Committee in devising a work programme for the 2015/16 municipal year commenced in July 2015 when Members identified a list of service areas/themes that came within the remit of the Committee.
- 3.2 From a long list of topics identified and by applying a set criteria the Committee produced a shortlist of potential topics from which the 2015/16 Work Programme was agreed. Thereafter, the Scrutiny Committee set out a timetable for the delivery of its Work Programme and the method of scrutiny to be applied to each agreed topic area.
- 3.3 Following on, during the 2015/16 municipal year reviews were undertaken in more detail which resulted in recommendations being formulated , the impact of which was set out in the Overview and Scrutiny 2015/16 Annual Report that

was reported to Council on 25th May 2016. This report can be viewed by clicking [here](#).

- 3.4 Given the size of the 2015/16 Work Programme, it was determined that an element of flexibility would be applied so that topics could be re-visited as the Committee gained a better understanding of the areas assigned to it. In view of this, it was determined that the programme of work should become a 'rolling' work programme.

4. DEVSING A SCRUTINY WORK PROGRAMME FOR THE MUNICIPAL YEAR 2016/17

- 4.1 To assist Members' thinking when devising their work programme, key sources of information that may be helpful are set out below.

Service areas within the remit of the Committee

- 4.2 The Terms of Reference for the Committee is responsible for scrutinising financial and operational performance; treasury management arrangements; the annual revenue budget consultation process; statutory performance reporting requirements and monitoring the implementation of medium term financial planning decisions.

Overview and Scrutiny 2015/16 Annual Report

- 4.3 In addition to what can be considered the routine responsibilities of the Committee which includes the quarterly performance monitoring, scrutiny of treasury management and corporate plan, the Finance & Performance Scrutiny Committee identified a number of areas for on-going attention in 2016/17 as set out in the Overview & Scrutiny Annual Report for 2015/16. These are:-

- Service Change Evaluations –Youth Service/E3
- Pre Scrutiny of the budget proposals

- 4.4 Subject to Members views on potential topic areas, further information will be compiled by Officers to enable the Committee to make informed decisions on the content of its 2016/17 Work Programme. As part of this process, the criteria as set out at **Appendix 2** is proposed to be applied and Members are requested to provide feedback on its adequacy and whether or not amendments are required.

5. INITIAL LIST OF WORK TOPICS FOR THE 2016/17 MUNICIPAL YEAR

- 5.1 There are a number of areas which have already been identified on the Work Programme for the 2016/17 Municipal Year (and is set out at **Appendix 1**).

5.2 Members are requested to consider the initial list of topic areas and, if deemed appropriate, approve their inclusion on the Work Programme to enable timely commencement of the Committee's work.

6. **Training**

6.1 In order for Members to undertake their role efficiently Members of the Finance & Performance Scrutiny Committee have previously undertaken training in relation to the Council's budgets and also specialist training from the Council's Treasury Management Advisors. As requested by Members of the Finance & Performance Scrutiny Committee further training has been arranged in 2016/17 which is reflected in the attached draft Work Programme set out at **Appendix 1**.

FINANCE & PERFORMANCE SCRUTINY COMMITTEE
DRAFT WORK PROGRAMME 2016/17

June 16	July 16	19 Sept 16	17 Oct 16	Nov 16 (No meeting)	7 Dec 16	9 Jan 17	8 Feb 17	8 March 17	4 April 17
Draft Corporate Performance Report	The Council's Year End Performance Report 2015/16. Report of the Accommodation Scrutiny Working Group	Treasury Management – annual review Draft Work Programme	Quarter 1 Budget & Performance Training Session		Revenue Budget Consultation Quarter 2 Budget & Performance	Pre-scrutiny Budget proposals Treasury Management – mid year Review	Training session Service Change Evaluation- Youth Service/E3	Quarter 3 – Budget & Performance Treasury Management Strategy Pre- Scrutiny of Council Priorities Preparation – scrutiny annual report	

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FINANCE AND PERFORMANCE SCRUTINY COMMITTEE –

INFORMATION TO CONSIDER AS PART OF DRAFTING THE SCRUTINY WORK PROGRAMME FOR 2016/17

Service area / theme	Possible topic		Is it line with a corporate priority?	How well is the service performing?	Does it represent a high financial risk?	Is it identified as a strategic risk?	Is scrutiny likely to impact in service improvements or other measurable benefits?	Will the outcome involve additional expenditure and is it likely that such resources will become available?	Is the scrutiny activity timely – will changes be possible at this stage?	Include as a shortlisted topic?
	Topic area	High level scope			Yes / No	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Quarterly Performance Reports / Exception Reports (financial and operational performance)										
Treasury Management										
Revenue budget consultation process										
Statutory performance reporting requirements e.g. the Corporate Performance Report										
Monitoring the implementation of medium term service planning decisions approved by the Executive										