

**DRAFT SELECT COMMITTEE REVIEW PLAN**

Overview and Scrutiny

**SELECT COMMITTEE TOPIC****BUDGET SCRUTINY 2021/22****Raised by -** Scrutiny Management Board**Date -** 18 / 19 January 2021**Purpose of Review**

This Select Committee will consider whether the Cabinet has an effective plan for setting the budget for the next financial year, taking into account the Medium Term Financial Plan which sets out how the Council will fund its services and invest in buildings and infrastructure over the next three years.

Budget Scrutiny provides the opportunity to test assumptions, examine risks and challenge priorities; this is with a view to establishing and maintaining resources that are fit for purpose, meet the council's obligations and priorities and address the needs and aspirations of the people of Plymouth.

**Select Committee Membership – politically proportional (Five Labour; four Conservative)**

The Select Committee for Budget Scrutiny will be comprised of the Chairs and Vice Chairs of the Council's four Overview and Scrutiny Committees, along with two additional members from Labour Group to satisfy political proportionality.

Councillor Glenn Jordan  
 Councillor Mrs Aspinall  
 Councillor Pauline Murphy  
 Councillor Darren Winter  
 Councillor Brian Vincent  
 Councillor Jonathan Drea  
 Councillor Terri Beer  
 Councillor David James  
 Councillor Margaret Corvid

**Process**

Methodology/Approach	<p>Select Committee to take place on 18 and 19 January 2021</p> <p><b><u>18 January 2021</u></b></p> <p><b>Session one:</b></p> <p><b><u>Overview</u></b></p> <p><b>09:15 – 11:00 Opening of Budget Scrutiny &amp; Plymouth City Council Financial Position</b></p> <p>Councillor Tudor Evans OBE (Leader) and Tracey Lee (Chief Executive) to give a short scene setting overview.</p>
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Introductory session from the Service Director for Finance and Cabinet Member for Finance, including background as to how the Council's Budget is constructed.

Also to provide outline of:

- Covid (contextual Documents);
- Brexit (Contextual Documents – Brexit Report);
- Climate Emergency and Carbon Reduction (Context);
- Corporate Plan;
- Corporate Performance;
- Strategic Risks;
- Revenue and capital spending plans to deliver priorities and savings;
- Treasury management;
- Capital Programme;
- Council Tax and Business Rates;
- Draft 2021/22 Budget;
- Budget assumptions.

**11:00 – 11:15 Break**

**Session two:**

**Children's Services Directorate**

**11.15 – 13.00 Children Young People and Families & EPS  
(Councillors Laing and Jon Taylor)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**13:00 – 13:30 Lunch**

**Session Three:**

**People Directorate**

**13:30 – 15:45 Adult Social Care Service including caring and vulnerable (Councillors Kate Taylor and Penberthy)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**Break 15:00 – 15:15**

**15:45 – 16:15 Summary and Recommendations.**

**19 January 2020****Session four:****PLACE Directorate****09:00 – 11:15 ED Service, Employment and skills (Councillors Evans OBE, Jon Taylor and Lowry)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**11:15 - 11:30 Break****Session five:****PLACE Directorate.****11:30 – 13:00 Street Services/SPI – (Councillors Dann and Coker)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**13:00 – 13:30 Lunch****Session Six:****Corporate and Customer Directorate****13:30 – 14:15 Transformation (Councillors Lowry, Jon Taylor and Pete Smith)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**Session Seven:**

14:15 – 15:00

**Customer Services (Outward facing) including enforcement and licensing. (Councillor Haydon)**

Cabinet Member(s) outline priorities and challenges for the forthcoming year

- Revenue Budget for 2021/22, to include main changes from 2020/21 and highlight impact/risk

**15:00 – 15:30 Summary/recommendations**

**Note: Draft Recommendations issued at the end of each day.**

**To be discussed at the Wednesday Wash up meeting.**

Sources of Information/Evidence	<p><b>Documents issued to the panel on 16<sup>th</sup> December 2020.</b></p> <ul style="list-style-type: none"> <li>• <b>Corporate plan</b> The Corporate Plan outlines the strategic direction of the council for the next four years (2018-2022).</li> <li>• <b>Performance reports</b> This is the Corporate Plan Performance report that details how the Council is performing against its priority performance indicators that were agreed at the inception of the Corporate Plan.</li> <li>• <b>Strategic Risk Register</b> Provides the Strategic Risks showing the current status of each risk and the movement in risk score, together with four new risks identified as a result of Covid-19.</li> <li>• <b>Operational risks (red)</b> This report now outlines the continuing progress being made across Services in delivering Operational Risk and Opportunity Registers in line with the Council's shared vision and priorities.</li> <li>• <b>Workforce Report</b> Provides analysis of workforce and sickness levels to ensure oversight on spend, trends and forecasting future spend to inform business needs.</li> <li>• <b>Brexit papers (November Cabinet and December BILCO papers)</b> To outline the work completed by the BILCO Committee in identifying the economic impact of Brexit and to ensure that research is undertaken and made available to the public as set out in the Council's Pledge 11. To highlight the current preparedness of the City's business sector for the end of the Brexit transition period.</li> <li>• <b>Revenue and Capital Budget Monitoring Report 2020/21 Q2</b> Outlines the capital and revenue finance monitoring position of the Council as at the end of September 2020. Sets out the capital budget 2020-25, taking into account changes to the capital programme and adjustments to income assumptions as a result of the pandemic.</li> <li>• <b>Capital Programme Summary</b> This report sets out the Capital Financing Strategy for 2021/22 and is a requirement of The Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice for Treasury Management in Public Services.</li> <li>• <b>Treasury Management Strategy</b> This report sets out the Treasury Management Strategy for 2021/22 and includes the Annual Investment Strategy, the Non-Treasury Management Investment Strategy and the Minimum Revenue Provision Statement.</li> <li>• <b>Budget Scrutiny 2019/20 Recs</b> Provides the Budget Scrutiny recommendations from the 19/20 budget scrutiny process and gives an overview of actions taken.</li> </ul> <p><b>To be issued to panel on the 11<sup>th</sup> January</b></p> <ul style="list-style-type: none"> <li>• <b>Budget 2021/22 (Incl. Savings Plan)</b></li> <li>• <b>Council Tax Base Setting</b></li> <li>• <b>Council Tax Support Scheme</b></li> <li>• <b>Climate Emergency/Corporate Carbon Reduction Plan</b></li> </ul>
Witness/Expert Participation	Cabinet Members and their nominated Officers.
Site Visits	None identified.

Resource Requirements	Will be met through existing support for scrutiny by Democratic Support.
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<b>Post Review</b>	
Reporting Process	The Select Committee will make recommendations directly to Cabinet
Anticipated Completion Date	20 January 2021
Report Deadline	Recommendations to be submitted for Cabinet 09 February 20/21 – deadline for submission 1 February 2021.
Meeting Frequency	Seven sessions across two days
Dates of Meetings	18/19 January 2021