

Performance, Finance and Customer Focus Overview and Scrutiny Committee

Draft Work Programme 2022-23



Please note that the work programme is a 'live' document and subject to change at short notice. The information in this work programme is intended to be of strategic relevance.

For general enquiries relating to the Council's Scrutiny function, including this Committee's work programme, please contact Helen Rickman, Democratic Adviser on 01752 398444.

Date of meeting	Agenda item	Prioritisation Score	Reason for Consideration	Responsible Cabinet Member /Officer
29 June 2022	Member Development Update		To be provided with an update on current and future Member Development plans.	The Leader Ross Jago
	Capital and Revenue Outturn Report 2021/22 (Finance Monitoring Report)		To consider the provisional outturn position of the Council for the year ending 31 March 2022.	Councillor Shayer Brendan Arnold
	Policy Brief		Standing item – to consider items going through parliament with a view to adding to the panel's work programme.	Councillor Shayer Andy Ralphs
	Leisure Services Contract		To consider the post implementation review.	Councillor Patel Craig McArdle
	Bereavement Services Update		To consider an update on bereavement services since it was last presented at scrutiny/ to consider challenges/ timescales.	Councillor Patel Ruth Harrell
10 October 2022	Return to Work Safely	3-4	To consider the progress made on this programme and to specifically include staff side perspective (and to include the People Strategy and the Big Listen)	The Leader Andy Ralphs

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	Business Support Review Update	3-4	To consider a detailed update on the reviews currently being undertaken and that members of staff perspective is included.	The Leader Andy Ralphs
	Finance Monitoring Report	5-6	To consider the Council's financial position.	Councillor Shayer Brendan Arnold
	Corporate Plan Performance Report	5-6	To consider the	The Leader Rob Sowden
	Policy Brief	Standing item	Standing item – to consider items going through parliament with a view to adding to the panel's work programme.	Councillor Shayer Andy Ralphs
	Bereavement Services Update	Standing item	To consider an update on bereavement services since it was last presented at scrutiny/ to consider challenges/ timescales.	Councillor Patel Ruth Harrell
	Leisure Services	Standing item	To consider the post implementation review.	Councillor Patel Craig McArdle
30 November 2022	Finance Monitoring Report (to include a focus on the Children's Services budget)		To consider the Council's financial position.	Councillor Shayer David Northey (Councillor Carlyle and Councillor Laing to attend)
	Corporate Plan Performance Report and Risk Update		To consider the corporate plan performance report and risk update.	Ross Jago
	Return to Work Safely – The Big Listen		Update from previous meeting as well as participation from three trade union reps to give staffside perspective.	Andy Ralphs
	Policy Brief	Standing item	Standing item – to consider items going through parliament with a view to adding to the panel's work programme.	Councillor Shayer Andy Ralphs

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	Bereavement Services Update	Standing item	To consider an update on bereavement services since it was last presented at scrutiny/ to consider challenges/ timescales.	Councillor Patel Ruth Harrell
	Leisure Services Update	Standing item	To consider the post implementation review.	Councillor Patel Ruth Harrell
	Election Bill Implications	Deferred	How to maximise registration and the impact of the Election Bill.	The Leader Glenda Favor- Ankerson
14 December 2022	2022 Election Act	5-6	To include an update on photo ID/ staffing of polling booths, how information is going to be communicated, democratic deficits, how we would record numbers of voters turned away.	Councillor Stoneman/Giles Perritt
	Budget Scrutiny Timetable	3-4	To consider the budget scrutiny timetable prior to budget scrutiny in January 2023.	Councillor Stoneman/Ross Jago
	Cumulative Impact Policy	1-2	Pre decision Scrutiny	Councillor Patel
	Support the Council is providing to Refugees from Syria, Afghanistan and Ukraine	3-4	Update report.	Councillor Smith
	Finance Monitoring Report - Month 7 (including Plans for Balancing In-Year Budget	5-6	How the council plans to balance the in year Budget	Councillor Shayer/David Northey

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22 February 2023	Finance Monitoring Report	Standing item	To consider the Council's financial position.	Councillor Shayer David Northey
	Policy Brief	Standing item	Standing item – to consider items going through parliament with a view to adding to the panel's work programme.	Councillor Shayer Andy Ralphs
	Cyber Security	3-4	To receive an update on the Council's cyber security.	John Finch
	Safer Plymouth Update	5-6	To consider the safer Plymouth work programme and to include update on the future of community policing/ current police resources.	The Leader Matt Garrett
	Armada Way Trees Petition	5-6	To consider a report on the Armada Way Tree Petition.	Councillor Drean Emma Jackman Anthony Payne
	Armed Forces Covenant	3-4	To consider the minutes of the Armed Forces Covenant Select Review.	Alan Knott Councillor Shayer

Items carried over from 2021/22 but not yet allocated a date:

TBC	Controlled Parking Zones	
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Items not yet allocated a date:

TBC	<p>staff registrations – (where council officers were required to have registrations to undertake their role)</p> <p>Discussed at 30 November 2022 meeting. Scrutiny to discuss with the aim to understand costs, what registrations were required and for</p>	
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	whom, and to understand the impact upon the Council – Trade Union representatives to be included in the discussion at scrutiny;	
TBC	The Big Listen Staff Survey – Action Plans required for: <ul style="list-style-type: none"> - Staff wellbeing; - Communications – how cascading to all staff happened; - How we can support being a green council (transport plans/ climate emergency element of the action plan and impact on workforce); - Senior Leadership – seek action plan to improve those areas 	
Autumn 2023	Elections 2022 “that a review of the May 2023 elections process is provided to the Performance, Finance and Customer Focus Overview and Scrutiny Panel in the Autumn detailing true costs of the elections, funding received from the Government, financial implication upon the Council as to the new requirements introduced and next steps” (Minute 51 – 14 December meeting)	
June/July 2023	Bereavement Services Update – “The Committee agreed that the Bereavement Services Update would no longer be a standing item on the panel’s work programme, and that a detailed report would be provided to scrutiny in six months’ time upon the transition to opening and the future of the Western Mill and Efford sites.” (30.11.22 meeting)	
Select Committee Reviews		
TBC	Customer Services Strategy (to include the contact centre and libraries update as well as digital transformation and inclusion) (digital exclusions and council’s measures to address it – this is a budget scrutiny recommendation)	
7 November 2022 – half day scrutiny	Review of Plymouth Community Covenant 10 th Anniversary	Councillor Shayer/Andy Ralphs/ Giles Perritt
March 2023	Equality and Diversity Action Plan – (to include hate crime reporting and welcoming city strategy)	
TBC	Homelessness Crisis / Rough Sleeping – project initiation document not yet completed	
TBC	Community Empowerment – food, finance and volunteering – project initiation document not yet completed.	

TBC	Review of the Corporate Estate (to include community assets) (this is a budget scrutiny recommendation)	

Annex I – Scrutiny Prioritisation Tool

		Yes (=1)	Evidence
Public Interest	Is it an issue of concern to partners, stakeholders and/or the community?		
Ability	Could Scrutiny have an influence?		
Performance	Is this an area of underperformance?		
Extent	Does the topic affect people living, working or studying in more than one electoral ward of Plymouth?		
Replication	Will this be the only opportunity for public scrutiny?		
	Is the topic due planned to be the subject of an Executive Decision?		
	Total:		High/Medium/Low

Priority	Score

High	5-6
Medium	3-4
Low	1-2