

Performance, Finance and Customer Focus Overview and Scrutiny Committee

Draft Work Programme 2023-24



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
26 July 2023	Finance Monitoring Report	5-6	To consider the Finance Monitoring Report	Councillor Lowry
	Petition – Ridgeway Parking Plympton	5-6	Petition submitted by Councillors Nicholson and Mrs Beer	Councillor Coker
	Corporate Plan Performance Report Q4 – and Risk Update	5-6	To consider the Corporate Plan performance report Q4	Councillor Penberthy
28 September 2023	Finance Monitoring Report	5-6	To consider the Council's financial position.	Councillor Lowry
	Corporate Plan Performance Report and Risk Update	5-6	To consider the Corporate Plan Performance Report.	Councillor Penberthy
15 November 2023	Finance Monitoring Report	5-6	To consider the Council's financial position.	Councillor Lowry
	Corporate Plan Performance Report and Risk Update	5-6	To consider the corporate plan performance report and risk update.	Councillor Penberthy
21 February 2024	Finance Monitoring Report	Standing item	To consider the Council's financial position.	Councillor Lowry

Items carried over from 2022/23 and 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 whom, and to understand the impact upon the Council – Trade Union representatives to be included in the discussion at scrutiny;</p>	
TBC	<p>The Big Listen Staff Survey – Action Plans required for:</p> <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	<p>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)</p>	
June/July 2023	<p>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)</p>	
Select Committee Reviews		
TBC	<p>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 - 2022)</p>	
TBC	<p>Review of the Corporate Estate (to include community assets) (this is a budget scrutiny recommendation - 2022)</p>	

Annex I – Scrutiny Prioritisation Tool

		Yes (=1)	Evidence
P ublic Interest	Is it an issue of concern to partners, stakeholders and/or the community?		
A bility	Could Scrutiny have an influence?		
P erformance	Is this an area of underperformance?		
E xtent	Does the topic affect people living, working or studying in more than one electoral ward of Plymouth?		
R eplication	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