

**Performance, Finance and Customer Focus Overview
Scrutiny Committee**

Work Programme 2019-2020



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 Jamie Sheldon, Democratic Advisor on 01752 304001.

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
12 June 2019	Corporate Finance Monitoring Report Q4 and Outturn	(5)	To monitor the Council's financial position and Performance and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham/ Andrew Loton
24 July 2019	Monthly Finance Report Month 2	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Procurement Services	(5)	To receive an update on the Procurement Services	Councillor Lowry/Andrew Hardingham
	Customer Experience Programme update	(4)	To receive an update on the Customer Experience Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
02 October 2019	Street Services	(5)	To receive an update on the Street Services department	Councillor Dann/Katrina Houghton
	Monthly Finance Report Month 5	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Climate Emergency/Carbon Reduction Plan (internal perspective)		To receive an update on available information prior to submission to Full Council in November	Councillor Dann/Andrew Hardingham and Ralph Bint

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
	LGO Annual Review		To receive full analysis of the data, in particular the upheld complaints, will be undertaken against our internal data and will also be benchmarked against other authorities in our family group	Councillor Haydon/Helen Cocks
21 November 2019	Monthly Finance Report Month 6	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Corporate Finance & Performance Monitoring Report Q2 and Outturn 2019/20	(5)	To monitor the Council's financial position and Performance and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham/Andrew Loton
	Customer Experience Programme update	(4)	To receive an update on the Customer Experience Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
	Update on Alliance Contract 6 month review		To review progress	Councillor Penberthy/Matt Garrett
	Homelessness and Begging	(5)	To examine the extent of the issue in the city; how can we better understand the causes of homelessness; how can we raise awareness of what we are doing to tackle this issue	Councillor Penberthy/ Matt Garrett
	Communication Review Report		To receive an update on the recent review of communications function	Dominic Nutt
22 January 2020	Monthly Finance Report Month 7	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham
	Employee Parking and Travel Plan			
	Monthly Finance Report Month 10	(5)	To monitor the Council's financial position and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham

Date of meeting	Agenda item	Prioritisation Score	Reason for consideration	Responsible Cabinet Member / Officer
18 March 2020	Corporate Finance Monitoring Report Q3 and Outturn 2019/20	(5)	To monitor the Council's financial position and Performance and identify areas of concern for further scrutiny	Councillor Lowry/Andrew Hardingham/Andrew Loton
	Customer Experience Programme update	(4)	To receive an update on the Customer Experience Programme	Councillor Haydon/Andy Ralphs/Pete Honeywell
	Staff Survey Update			
Items to be scheduled 2019/20				
Select Committee Reviews				
To be scheduled	Gypsy Roma and Travellers Unauthorised Camps	(4)	Member request	Councillor Penberthy/Matt Garrett
	Electoral Processes		Member Request	Councillor Pete Smith/ Glenda Favor - Ankersen
Joint Select Committee Reviews				

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