

## Service Improvement and Finance Work Plan 2019-20

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| <p><b>Meeting 1</b><br/>24<sup>th</sup> June 2019</p>      | <ol style="list-style-type: none"> <li><b>1. Re-election of Convener</b> <ul style="list-style-type: none"> <li>• Bethan Hopkins – Scrutiny Officer</li> </ul> </li> <li><b>2. Terms of Reference</b> <ul style="list-style-type: none"> <li>• Panel Convener</li> </ul> </li> <li><b>3. WAO Report – Local Government Data Use</b> <ul style="list-style-type: none"> <li>• Cllr Clive Lloyd – Cabinet Member for Business Transformation &amp; Performance</li> <li>• Sarah Caulkin – Chief Transformation Officer</li> </ul> </li> <li><b>4. End of Year Review</b> <ul style="list-style-type: none"> <li>• Panel Convener</li> </ul> </li> <li><b>5. Work Plan 2019/20</b></li> </ol>  |
| <p><b>Meeting 2</b><br/>22<sup>nd</sup> July 2019</p>      | <p>Cancelled</p>  |
| <p><b>Meeting 3</b><br/>19<sup>th</sup> August 2019</p>    | <ol style="list-style-type: none"> <li><b>1. End of Year 2018/19 Performance Monitoring Report</b> <ul style="list-style-type: none"> <li>• Richard Rowlands – Corporate Performance Manager</li> <li>• Cllr Clive Lloyd – Cabinet Member for Business Transformation and Performance</li> </ul> </li> <li><b>2. Q1 Revenue and Capital Budget Monitoring 2019/20</b> <ul style="list-style-type: none"> <li>• Ben Smith – Head of Financial Services and Service Centre</li> </ul> </li> <li><b>3. Revenue Outturn and Savings Tracker 2018/19</b> <ul style="list-style-type: none"> <li>• Ben Smith – Head of Financial Services and Service Centre</li> </ul> </li> <li><b>4. Revenue Outturn 2018/19 (HRA)</b> <ul style="list-style-type: none"> <li>• Ben Smith – Head of Financial Services and Service Centre</li> </ul> </li> <li><b>5. Capital Outturn and Financing 2018/19</b> <ul style="list-style-type: none"> <li>• Ben Smith – Head of Financial Services and Service Centre</li> </ul> </li> </ol> |
| <p><b>Meeting 4</b><br/>16<sup>th</sup> September 2019</p> | <ol style="list-style-type: none"> <li><b>1. Archives</b> <ul style="list-style-type: none"> <li>• Tracey McNulty – Head of Cultural Services</li> <li>• Cllr Robert Francis-Davies – Cabinet Member for Investment, Regeneration and Tourism</li> </ul> </li> <li><b>2. Charges Item</b> <ul style="list-style-type: none"> <li>• Chris Williams – Head of Commercial Services</li> <li>• Cllr Clive Lloyd – Cabinet Member for Business Transformation and Performance</li> </ul> </li> </ol>   |
| <p><b>Meeting 5</b><br/>21<sup>st</sup> October 2019</p>   | <ol style="list-style-type: none"> <li><b>1. Reserve Update</b> <ul style="list-style-type: none"> <li>• Jeff Dong – Deputy Chief Finance and Deputy 151 Officer</li> </ul> </li> <li><b>2. Recycling and Landfill - Annual Performance Monitoring 2018/19</b> <ul style="list-style-type: none"> <li>• Chris Howell – Head of Waste Management and Parks</li> <li>• Cllr Mark Thomas – Cabinet Member for Environment and Infrastructure Management</li> </ul> </li> <li><b>3. Q1 Performance Monitoring Report 2019/20</b> <ul style="list-style-type: none"> <li>• Richard Rowlands – Corporate Performance Manager</li> <li>• Cllr Clive Lloyd – Cabinet Member for Business Transformation and Performance</li> </ul> </li> </ol>  |

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| <p><b>Meeting 7</b><br/>9<sup>th</sup> December 2019</p>                     | <p><b>1. Mid-Year Budget Statement 2019/20</b></p> <ul style="list-style-type: none"> <li>Ben Smith – Head of Financial Services and Service Centre</li> </ul> <p><b>2. Q2 Budget Monitoring 2019/20</b></p> <ul style="list-style-type: none"> <li>Ben Smith – Head of Financial Services and Service Centre</li> </ul> <p><b>3. Planning Annual Performance Report 2018/19 and Response to WAO Report</b></p> <ul style="list-style-type: none"> <li>Ryan Thomas - Development Conservation and Design Manager</li> <li>Cllr David Hopkins – Cabinet Member for Delivery</li> </ul>   |
| <p><b>Meeting 8</b><br/>20<sup>th</sup> January 2020</p>                     | <p><b>1. Q2 Performance Monitoring Report 2019/20</b></p> <ul style="list-style-type: none"> <li>Richard Rowlands – Corporate Performance Manager</li> <li>Cllr Clive Lloyd – Cabinet Member for Business Transformation and Performance</li> </ul> <p><b>2. Budget Proposals</b></p> <ul style="list-style-type: none"> <li>Ben Smith – Head of Financial Services and Centre</li> </ul>   |
| <p><b>Budget Meeting 9</b><br/>19<sup>th</sup> February 2020 (tentative)</p> | <p><b>1. Sustainable Swansea - Fit for the Future: Budget Proposals 2020/21 – 2023/24 – pre-decision</b></p> <ul style="list-style-type: none"> <li>Ben Smith – Head of Financial Services Service Centre</li> <li>Cllr Rob Stewart – Cabinet Member for Economy and Strategy</li> </ul>  |
| <p><b>Meeting 10</b><br/>2<sup>nd</sup> March 2020</p>                       | <p><b>1. Corporate Complaints Annual Report 2018/19</b></p> <ul style="list-style-type: none"> <li>Julie Nicholas Humphreys - Customer Services Manager</li> <li>Cllr David Hopkins – Cabinet Member for Delivery and Performance</li> </ul> <p><b>2. Q3 Budget Monitoring 2019/20</b></p> <p>Ben Smith – Head of Financial Services and Service Centre<br/>Cllr Rob Stewart – Cabinet Member for Economy and Strategy</p> <p><b>3. Wales Audit Office Report on Local Government Use of Data</b></p> <p>Steve King – Information, Research &amp; GIS Team Leader<br/>Cllr Clive Lloyd – Resilience and Strategic Collaboration</p> |
| <p><b>Meeting 11</b><br/>30<sup>th</sup> March 2020</p>                      | <p><b>1. Welsh Public Library Standards Annual Report 2018/19</b></p> <ul style="list-style-type: none"> <li>Karen Gibbins - Principal Librarian for Information &amp; Learning</li> <li>Cllr Robert Francis Davies – Cabinet Member Investment, Regeneration and Tourism</li> </ul> <p><b>2. Q3 Performance Monitoring Report 2019/20</b></p> <ul style="list-style-type: none"> <li>Richard Rowlands – Corporate Performance Manager</li> <li>Cllr David Hopkins – Cabinet Member for Delivery and Performance</li> </ul>   |
| <p><b>Meeting 12</b><br/>11<sup>th</sup> May 2020</p>                        | <p><b>1. Annual Review of Well-being Objectives and Corporate Plan 2018/22</b></p> <ul style="list-style-type: none"> <li>Richard Rowlands – Corporate Performance Manager</li> <li>Cllr Rob Stewart – Cabinet Member Economy and Strategy</li> </ul>   |

- Also WAO Reports, Pre-Decision Items and Data Unit Wales – Local Government Performance Bulletin