

## Service Improvement and Finance – Scrutiny Performance Panel

### Work Plan 2021/22

<p><b>Meeting 1</b> 11<sup>th</sup> June 2.00</p>	<ol style="list-style-type: none"> <li>1. <b>Confirmation of Convener</b></li> <li>2. <b>Overview: <i>Understanding Financial Reporting</i></b></li> <li>3. <b>Revenue Outturn, HRA Outturn and Capital Outturn and Financing 20-21</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li> <li>4. <b>Draft Work Plan 2021/22</b> Panel to discuss/agree work plan topics for the coming year.</li> </ol>
<p><b>Meeting 2</b> 23<sup>rd</sup> June 2021 10.00</p>	<ol style="list-style-type: none"> <li>1. <b>Welsh Language Standards Annual Report</b> <i>Invited to attend:</i> Sarah Lackenby - Chief Transformation Officer Cllr Louise Gibbard – Cabinet Member for Supporting Communities Cllr Robert Smith – Cabinet Member for Education Improvement, Learning &amp; Skills</li> <li>2. <b>Overview: Byelaws</b> <i>Invited to attend:</i> Craig Davies – Associate Lawyer</li> </ol>
<p><b>Meeting 4</b> Monday 20<sup>th</sup> September 2.00</p>	<ol style="list-style-type: none"> <li>1. <b>Q1 Budget Monitoring Report – 2021/22</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li> <li>2. <b>Peer Review &amp; Self-Assessment (Local Government and Elections (Wales) Act 2021)</b> <i>Invited to attend:</i> Adam Hill - Deputy Chief Executive / Director of Resources Richard Rowlands – Strategic Delivery and Performance Manager Cllr Andrew Stevens – Cabinet Member for Business Improvement &amp; Performance</li> </ol>
<p><b>Meeting 5</b> Tuesday 19<sup>th</sup> October 2021 9.30</p>	<ol style="list-style-type: none"> <li>1. <b>Q1 2021/22 Performance Monitoring Report</b> <i>Invited to attend:</i> Richard Rowlands – Strategic Delivery &amp; Performance Manager Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</li> <li>2. <b>Overview from Ben Smith: <i>Understanding Financial Reporting (Reserves)</i></b></li> <li>3. <b>Review of Revenue Reserves</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</li> </ol>

<p><b>Meeting 6</b> Tuesday 16<sup>th</sup> November 2021 9.30</p>	<p><b>1. Mid-term Budget Statement (Verbal)</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p><b>2. Planning Annual Performance Report</b> <i>Invited to attend:</i> Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance Cllr David Hopkins – Cabinet Member for Delivery and Operations Phil Holmes – Head of Planning and City Regeneration Ian Davies - Development Conservation and Design Manager Tom Evans – Placemaking and Strategic Planning Manager</p> <p><b>3. Swansea Airport (restricted)</b> <i>Invited to attend:</i> Cllr David Hopkins – Cabinet Member for Delivery and Operations Martin Nicholls – Director of Place Geoff Bacon – Head of Property Services Alex O'Brien – Property Manager</p>
<p><b>Meeting 7</b> Wednesday 15<sup>th</sup> December 2.00</p>	<p><b>1. Recycling and Landfill - Annual Performance Monitoring</b> <i>Invited to attend:</i> Cllr Mark Thomas – Cabinet Member for Environment and Infrastructure Chris Howell – Head of Waste Management and Parks Matthew Perkins – Group Leader, Waste</p> <p><b>2. Q2 Budget Monitoring 2021-22</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p><b>3. Pre-decision scrutiny of Final Draft Budget</b> <i>Invited to attend:</i> Ben Smith – Chief Finance Officer / S.151 Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p>
<p><b>Meeting 8</b> Tuesday 18<sup>th</sup> January 2022 9.30</p>	<p><b>1. Q2 2021/22 Performance Monitoring Report</b> <i>Invited to attend:</i> Richard Rowlands – Strategic Delivery &amp; Performance Manager Cllr Andrew Stevens – Cabinet Member for Business, Improvement and Performance</p> <p><b>2. Sustainable Swansea Commissioning Reviews (Outcomes)</b> <i>Invited to attend:</i> Adam Hill – Deputy Chief Executive / Director of Resources Sarah Lackenby - Chief Transformation Officer Cllr Andrea Lewis – Cabinet Member for Climate Change &amp; Service Transformation</p>
<p><b>Meeting 9</b></p>	

<p>Tuesday 15<sup>th</sup> February 2022 9.30</p>	<p>Budget Scrutiny TBC</p>
<p><b>Meeting 10</b> Tuesday 22 March 2022 9.30</p>	<p><b>1. Progress update on the Local Government Use of Data Action Plan</b> <i>Invited to attend: TBC</i> Steve King - Information Research and GIS Team Leader Sarah Lackenby - Chief Transformation Officer Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy</p> <p><b>2. Welsh Public Library Standards – Annual Performance Report</b> <i>Invited to attend: TBC</i> Martin Nicholls – Director of Place Tracey McNulty – Head of Cultural Services Karen Gibbins – Libraries and Culture Manager Cllr Robert Francis-Davies - Cabinet Member for Investment, Regeneration and Tourism</p>

**TBC:**

- **Annual Review of Well-being Objectives and Corporate Plan** *(The five year corporate plan was rolled over into 2021/22 as a result of the pandemic with only essential and unavoidable changes made; so no fundamental annual review made to the corporate plan during 2020/21 as a result of Covid).*
- **Recovery Plan (Post-Pandemic) TBC**  
Marlyn Dickson - Strategic Change Programme Manager  
Adam Hill – Deputy Chief Executive / Director of Resources  
Cllr Rob Stewart - Cabinet Member for Economy, Finance and Strategy
- **End of Year 2020/21 Performance Monitoring Report TBC**
- **Welsh Housing Quality Standards Annual Update**  
*David Meyrick / Mark Wade TBC for July 2022*