

## Work Plan 2017/18

- The Service Improvement and Finance Scrutiny Performance Panel Work Plan has been developed based upon core performance and financial monitoring reports, topic suggestions based on discussion at the Scrutiny Work Planning Conference. It provides a basic framework that allows for items to be added or removed allowing for flexibility throughout the year for any key issues that may arise.
- All meetings will be at 10.30am with a preparation meeting at 10.00am **if required** and will be held in Committee Room 5 in the Guildhall unless otherwise stated.
- The role of this report is to provide an outline of planned work. It can be altered to accommodate for issues which arise throughout the year.

<u>Date and Location</u>  <b>10.30am – 12.30pm</b> <b>(10.00am Pre-Meeting</b> <b>when required)</b>  <b>Committee Room 5</b>	<u>Items to be discussed</u>
<u>Meeting 1</u>  Wednesday 2 <sup>nd</sup> August	<ul style="list-style-type: none"> <li>• <b>Role of the Service Improvement and Finance Panel</b></li> <li>• <b>Officer Briefing</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Work Plan</b></li> </ul>
<u>Meeting 2</u>  Wednesday 6 <sup>th</sup> September	<ul style="list-style-type: none"> <li>• <b>End of Year 2016/17 Performance Monitoring Report</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Corporate Plan 2017/22</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Capital Outturn and Financing 2016/17</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Q1 Revenue and Capital Budget Monitoring 2017/18</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>
<p><u>Meeting 3</u></p> <p>Wednesday 4<sup>th</sup> October</p>	<ul style="list-style-type: none"> <li>• <b>Annual Report – Welsh Language Standards 2016/17 - <i>Confirmed</i></b> Rhian Millar – Consultation Co-ordinator Ann Williams – Network 50+ Administrator</li> <li>• <b>Quarter 1 2017/18 Performance Monitoring Report</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Local Government Performance Bulletin 2016-17</b> (Local Government Data Unit Wales)</li> </ul>
<p><u>Additional Meeting</u></p> <p>Monday 16<sup>th</sup> October 2pm</p>	<ul style="list-style-type: none"> <li>• <b>Public Protection Commissioning Review – Pre Decision</b></li> </ul>
<p><u>Meeting 4</u></p> <p>Wednesday 1<sup>st</sup> November</p>	<ul style="list-style-type: none"> <li>• <b>Recycling and Landfill - Annual Performance Monitoring - <i>Confirmed</i></b> Ian Whettleton - Acting Divisional Officer</li> <li>• <b>Mid-Year Budget Statement 2017/18</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> <li>• <b>Reserve Update</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>
<p><u>Meeting 5</u></p> <p>Tuesday 12<sup>th</sup> December</p>	<ul style="list-style-type: none"> <li>• <b>Annual Review of Performance 2016/17</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Quarter 2 Budget Monitoring</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>
<p><u>Meeting 6</u></p>	<ul style="list-style-type: none"> <li>• <b>Quarter 2 2017/18 Performance Monitoring Report</b></li> </ul>

<p>Wednesday 10<sup>th</sup> January</p>	<p>Richard Rowlands (Corporate Performance Manager)</p> <ul style="list-style-type: none"> <li>• <b>Corporate Complaints Annual Report - <i>Confirmed</i></b> Cllr Clive Lloyd – Cabinet member for Transformation &amp; Performance Tracey Meredith – Head of Legal, Democratic Services and Business Intelligence Andrew Taylor – Corporate Complaints Manager</li> <li>• <b>Budget Proposals</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>
<p><u>Meeting 7</u></p> <p>Wednesday 7<sup>th</sup> February</p>	<ul style="list-style-type: none"> <li>• <b>Quarter 3 Budget Monitoring</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> <li>• <b>Welsh Public Library Standards - Annual Performance Report - <i>Confirmed</i></b> Karen Gibbins - Principal Librarian for Information &amp; Learning</li> </ul>
<p><u>Additional Meeting</u></p> <p>Monday 12<sup>th</sup> February</p>	<ul style="list-style-type: none"> <li>• <b>Highways and Transportation Commissioning Review</b></li> <li>• Phil John - Project Manager, Highways &amp; Transportation</li> <li>• Mark Thomas – Cabinet Member Environment Services</li> </ul>
<p><u>Additional Meeting</u></p> <p>Wednesday 14<sup>th</sup> February</p>	<ul style="list-style-type: none"> <li>• <b>Budget Scrutiny</b> Ben Smith (Head of Financial Services &amp; Service Centre)</li> </ul>
<p><u>Meeting 8</u></p> <p>Wednesday 7<sup>th</sup> March</p>	<ul style="list-style-type: none"> <li>• <b>Perception Surveys Report – <i>Confirmed</i></b> Rhian Millar – Consultation Co-ordinator</li> </ul>
<p><u>Meeting 9</u></p> <p>Wednesday 4<sup>th</sup> April</p>	<ul style="list-style-type: none"> <li>• <b>Quarter 3 2017/18 Performance Monitoring Report</b> Richard Rowlands (Corporate Performance Manager)</li> <li>• <b>Charges - Highways and Waste</b></li> </ul>

	<p>Chris Williams – Head of Commercial Services</p> <ul style="list-style-type: none"><li>• <b>Annual Work Plan Review</b> Reflect on this year's work with any ideas for future scrutiny</li></ul>
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To be scheduled:

- Audit Item