



## Report of the Convener of the Service Improvement and Finance Scrutiny Performance Panel

### Service Improvement and Finance Scrutiny Work Planning

<b>Purpose:</b>	To develop a work programme moving forward that will provide ongoing challenge to the areas of Finance and Performance.
<b>Content:</b>	Draft Work Programme
<b>Councillors are being asked to:</b>	Discuss and agree the work programme for the remainder of the council year 2020/2021
<b>Lead Councillor:</b>	Councillor Chris Holley, Service Improvement and Finance Scrutiny Performance Panel
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#### Context

The Panel in June each year normally agree their Scrutiny Work Programme for the coming council year. Due to Covid-19 discussion of the work programme had been delayed but it can now be discussed and agreed for the remainder of the 2020/2021 Council year.

#### Work Programme 2020/2021

The attached work programme is a combination of issues outstanding from earlier in the year (pre-covid-19), items the Panel look at annually (or have chosen to keep a watching brief upon, items chosen by the Panel or through the scrutiny work planning conference which took place on the 13 October 2020.

#### Action Required

The Panel are asked to consider and discuss the draft Service Improvement and Finance Scrutiny Work Programme attached in **Appendix A**, to make any addition/amendments as required and then to agree its contents.

## Service Improvement and Finance Work Plan (Oct 2020 – May 2021)

<p><b>Meeting 1</b> 9 Nov 2020</p>	<ol style="list-style-type: none"> <li>1. <b>Work Planning for 2020/21</b></li> <li>2. <b>Q1 Budget Monitoring 2020/21</b></li> <li>3. <b>Review of Revenue Reserves</b></li> <li>4. <b>Mid Term Budget Statement</b> Ben Smith – Head of Financial Services and Centre</li> <li>5. <b>Recycling and Landfill - Annual Performance Monitoring 2019/20</b> Chris Howell – Head of Waste Management and Parks Cllr Mark Thomas – Cabinet Member</li> </ol>
<p><b>Meeting 2</b> 14 Dec 2020</p>	<ol style="list-style-type: none"> <li>1. <b>Equality Plan Review</b> Richard Rowlands – Corporate Performance Manager Cllr Louise Gibbard – Cabinet Member</li> <li>2. <b>Reviewing the process of performance monitoring</b> Richard Rowlands – Corporate Performance Manager Cllr Andrew Stevens – Cabinet Member</li> </ol>
<p><b>Meeting 3</b> 11 Jan 2021</p>	<ol style="list-style-type: none"> <li>1. <b>Budget Proposals</b></li> <li>2. <b>Q2 Budget Monitoring 2020/21</b> Ben Smith – Head of Financial Services and Service Centre Rob Stewart – Cabinet Member for Economy and Strategy</li> <li>3. <b>Q1 Performance Monitoring Report 2019/20</b></li> <li>4. <b>Overview/Summary of Commissioning review outcomes</b> Richard Rowlands – Corporate Performance Manager</li> </ol>
<p><b>Meeting 4</b> Feb 2021  Date TBC</p>	<ol style="list-style-type: none"> <li>1. <b>Sustainable Swansea - Fit for the Future: Budget Proposals 2021/22 – 2023/24 – pre-decision</b> Ben Smith – Head of Financial Services Service Centre Cllr Rob Stewart – Cabinet Member for Economy and Strategy</li> <li>2. <b>Budget realisation, what are we budgeting for</b></li> <li>3. <b>Q2 Performance Monitoring Report 2019/20</b></li> </ol>
<p><b>Meeting 5</b> Mar 2021</p>	<ol style="list-style-type: none"> <li>1. <b>Mid-Year Budget Statement 2020/21</b></li> <li>2. <b>Q3 Budget Monitoring 2020/21</b> Ben Smith – Head of Financial Services and Service Centre Cllr Rob Stewart – Cabinet Member for Economy and Strategy</li> <li>3. <b>Q3 Performance Monitoring Report 2019/20</b> Richard Rowlands – Corporate Performance Manager Cabinet Member</li> </ol>
<p><b>Meeting 6</b> April 2021</p>	<ol style="list-style-type: none"> <li>1. <b>Corporate Complaints Annual Report 2020/21</b> Julie Nicholas Humphreys - Customer Services Manager Cllr David Hopkins – Cabinet Member for Delivery and Performance</li> <li>2. <b>Planning Annual Performance Report 2019/2020</b> Ian Davies - Development Conservation and Design Manager Cllr David Hopkins – Cabinet Member for Delivery</li> </ol>
<p><b>Meeting 7</b> May 2021</p>	<ol style="list-style-type: none"> <li>1. <b>Annual Review of Well-being Objectives and Corporate Plan 2018/22</b></li> <li>2. <b>How performance has been affected by Covid-19 situation</b> Richard Rowlands – Corporate Performance Manager Cllr Rob Stewart – Cabinet Member Economy and Strategy</li> </ol>

\*\*\*Review of Bye-laws to be added to the work programme – date to be agreed\*\*\*