

## Overview and Scrutiny Commission Work Programme

<u>Corporate Priorities</u>	<u>Scheduled Meetings</u>		
Be a responsible Council	Date: 3 February 2025 Time: 5.30pm Venue: Room 10 Town Hall	Date: 31 March 2025 Time: 5.30pm Venue: Room 10 Town Hall	Date: 30 June 2025 Time: 5:30pm Venue: Room 10 Town Hall

Title	Description	Aims /Purpose	Portfolio	Lead officer	Corporate Priority	Method	Date
<b>Committee Agendas</b>							
Financial Monitoring Reports	The Council produces quarterly reports regarding its Financial Performance in relation to the Budget for the municipal year.	To monitor the Council's financial performance against budgets and highlight any areas for further scrutiny.	All	Richard Gibson	Be a responsible Council	Report to committee	3 February 2025
Performance Reports	Scrutiny Committees are responsible for reviewing the performance reports for priorities relevant to their remit.	To use performance reports to monitor the performance of services within portfolios and hold Cabinet Members to Account	People, Performance & IT (Cllr Laird)  Finance & Governance (Cllr Bond)	Vicky Willett  Richard Gibson	Be a responsible Council	Report to committee	3 February 2025

Scrutiny Reviews							
Finance Scrutiny Task Group	The Committee has agreed to consider changing the way finance scrutiny is undertaken by the Commission taking into consideration recently published guidance from CfGS. Terms of reference will be developed for consideration.	To maintain oversight of the Council's financial performance and delivery of the Medium Term Financial Strategy including savings targets and in year adjustments.	All	Tara Kirkman	Be a responsible Council	Task and Finish Group Report Draft Report to Committee	Next Meeting TBC  In Progress  31 March 2025
Annual Budget Scrutiny	The Commission is responsible for arranging scrutiny of the Council's budget setting process.	To ensure the Council's budget setting process is robust and that Cabinet Members understand budgets within their portfolios and the implication of budget changes on theirs and other portfolios.	All	Richard Gibson	Be a responsible Council	Task and Finish Group Report to Committee	16 January 2025  3 February 2025
Workforce Strategy	Workforce Strategy was previously brought to the Commission in October 2023. The Strategy timeframe is due to be	To understand the development of the Workforce Strategy and implications for staff and service delivery across the Council.	People, Performance & IT (Cllr Laird)	Vikki Morris	Be a responsible Council	Spotlight Review Report to Committee	TBC circa February 2025  31 March 2025

	completed in December 2024 following further engagement with staff.						
<b>Completed Items</b>							
Financial Monitoring Reports	The Council produces quarterly reports regarding its Financial Performance in relation to the Budget for the municipal year.	To monitor the Council's financial performance against budgets and highlight any areas for further scrutiny.	All	Richard Gibson	Be a responsible Council	Report to committee	2023/24 Outturn and 2024/25 P1 - 22 July 2024
Performance Reports	Scrutiny Committees are responsible for reviewing the performance reports for priorities relevant to their remit.	To use performance reports to monitor the performance of services within portfolios and hold Cabinet Members to Account	People, Performance & IT (Cllr Laird)  Finance & Governance (Cllr Bond)	Vicky Willett  Richard Gibson	Be a responsible Council	Report to committee	2023/24 Outturn - 22 July 2024  2024/25 Q1 – 14 October 2024
Scrutiny Annual Report 2023/24	The Scrutiny Function is required to produce an Annual Report to set out its activity and outcomes each year. Report will be presented to Council once	To inform the Council, Partners and Public about the work the Scrutiny Function has undertaken during the municipal year.	Finance & Governance (Cllr Bond)	Jan Bakewell	Be a responsible Council	Report to Committee	22 July 2024

	approved by Commission.						
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