

West Northamptonshire Council

Corporate Overview and Scrutiny Work Programme 2022/2023

	Topic identified and scheduled
	Topic identified but not yet scheduled
	Topic completed

Title	Proposed purpose	Date of Committee meeting	Cabinet Member and Executive Director	Proposed Task and Finish Group	Comments
Pay and Grading Review	To provide scrutiny input to the Pay and Grading Review	<b>16 January 2023</b>	Cabinet Member for HR & Corporate Services  Executive Director – Corporate Services and Assistant Director – Human Resources	No - Whole Committee	The Committee to provide scrutiny input into the Pay and Grading Review
Local Government and Social Care Ombudsman Annual Review Letter 2021-2022	The Committee to consider and provide scrutiny input into the Local Government and Social Care Ombudsman Annual Review letter 2021-2022.	<b>12 October 2022</b>	Leader of the Council  Assistant Director – Customer and Corporate Services	No - Whole Committee	The Committee to provide scrutiny input into the Local Government and Social Care Ombudsman Annual Review Letter 2021-2022

Revenues and Benefits Performance Update	The Committee to receive and review the performance of the Council's Revenues and Benefits Service.	<b>12 October 2022</b>	Cabinet Member for Finance  Executive Director for Finance and Assistant Director for Revenues and Benefits	No – whole Committee	The Committee to receive and review the performance of the Council's Revenues and Benefits Service.
Budget Scrutiny	The Committee to confirm its budget scrutiny process and undertake budget scrutiny of the Council's budget 2023/24	<b>12 October 2022</b> – The Committee to consider its budget scrutiny process	Executive Director for Finance	No	The Committee to confirm its budget scrutiny process and undertake budget scrutiny of the Council's budget 2023/24

Expenses Policy	To review the Council's expenses policy	<p>4 July 2022 – The Task and Finish Group presented its scope (Terms of reference) for consideration by the Committee. <b>ACTIONED</b></p> <p><b>12 October 2022</b> - The Chair of the Task and Finish Group to present the report of the Expenses Policy Task and Finish Group to the Committee</p>	Cabinet Member for Finance Executive Director for Finance	Yes	<p>A Task and Finish Group will carry out a short sharp review. This Task and Finish Group held its inaugural meeting on 20 June 2022.</p> <p><b>12 October 2022</b> Chair of the Task and Finish Group to present the report of the Expenses Policy Task and Finish Group to the Committee</p>
Treasury Management	To scrutinise treasury management focusing on efficiencies – forward looking	<p>15 March 2022 – The Committee to set up a Task and Finish Group to undertake this scrutiny activity</p> <p>Prior to the setting up of the Task and Finish Group a briefing will be scheduled on Treasury management that will provide important information to Councillors. <b>ACTIONED.</b></p> <p>The Task and Finish Group commenced its work in June 2022</p> <p>4 July 2022 - The Task and Finish Group presented its scope (Terms of reference) for consideration by the Committee. <b>Actioned</b></p> <p><b>16 January 2023</b> – The Chair of the Task and Finish Group to present the final report to the Committee.</p>	Cabinet Member for Finance Executive Director for Finance	Yes	<p>A Task and Finish Group will carry out a review.</p> <p>The Task and Finish Group commenced in June 2022 and presented its scope to the meeting of the committee on 4 July 2022</p>

Modernising Systems	The Committee to receive information regarding systems at the Council and to consider their value for money	<p>15 March 2022 - A report to the Committee providing background information, to assist the committee in deciding how it will undertake scrutiny activity</p> <p>Modernising Systems Inquiry day(s) have been programmed from September 2022 onwards</p> <p><b>Reports to Committee November 2022 onwards</b></p>	<p>Cabinet Member for Finance</p> <p>Executive Director for Finance</p>	To be confirmed	The meeting on 15 March 2022 comprised a comprehensive question and answer session (Scrutiny Inquiry) to inform a potential scrutiny review.
Quarterly Budget Monitoring Reports	The Committee to receive regular budget monitoring reports at its meetings	<p><b>12 October 2022</b></p> <p>16 January 2023</p>	<p>Cabinet Member for Finance</p> <p>Executive Director for Finance</p>	No	To receive a quarterly budget monitoring report which will inform the budget scrutiny role of this Committee.
Quarterly reports on the MTFP	The Committee to receive regular MTFP monitoring reports at its meetings	<p><b>12 October 2022</b></p> <p>16 January 2023</p>	<p>Cabinet Member for Finance</p> <p>Executive Director for Finance</p>	No	To receive a quarterly budget MTFP report which will inform the budget scrutiny role of this Committee.

Performance Monitoring Report	The Committee to consider the Performance Monitoring Report to inform Performance Management Scrutiny	<b>12 October 2022</b> 16 January 2023	Cabinet Member for Finance Executive Director for Finance	No	The Committee to consider the Performance Monitoring Report to inform Performance Management Scrutiny
Performance Management Scrutiny	The Committee to undertake Performance Management Scrutiny	<b>12 October 2022</b> 7 November 16 January 2023 6 March	Executive Director Finance and relevant Cabinet Members dependent upon the key performance indicator to be reviewed	No	The Committee will consider the performance monitoring report and undertake performance management scrutiny of specific indicators at these meetings.
Revenues and Benefits Performance Management Scrutiny	The Committee to undertake performance management scrutiny – Revenues and Benefits	<b>7 November 2022</b>	Assistant Director – Revenues and Benefits Cabinet Member for Finance	No	The Committee to undertake performance management scrutiny – Revenues and Benefits

The Children's Trust Budget	The Committee to receive a briefing on the Children's Trust budget	15 September 2021 <b>actioned</b>  <b>Further meeting TBC</b> To consider the Business Plan for the Children's Trust	Cabinet Member for Finance Executive Director for Finance	No but following the briefing the Committee may consider setting up a Task and Finish Group	The Committee received a briefing on the Children's Trust Budget at its September 2021 meeting and resolved to receive the business plan for scrutiny input at a future meeting
Asset Management	To undertake scrutiny activity of asset management	15 March 2022 - The Committee to set up a Task and Finish Group to undertake this scrutiny activity <b>Actioned</b>  A presentation to be given to the Committee at its meeting 10 May 2022 and from there the Committee will consider Scrutiny work into this issue. - <b>Actioned</b>  <b>Date to be confirmed:</b> The Sustainability Working Group is asked to report back to a future meeting regarding the alignment of workstreams around the development of the new Asset Management Plan to the Corporate Plan and the Council's commitment to carbon neutrality.	Cabinet Member for Finance Executive Director for Finance	To be confirmed	It was resolved that the Sustainability Working Group is asked to report back to a future meeting regarding the alignment of workstreams around the development of the new Asset Management Plan to the Corporate Plan and the Council's commitment to carbon neutrality.
Transformation Projects	The Committee to review transformation projects: Definition of the Transformation Projects Spend on transformation Savings	<b>Meeting dates in 2022 to be confirmed</b>	Director – Transformation Relevant Cabinet Member(s)	No	

Social Values Act 2013	The Committee to receive a briefing on the Social Values Act 2013	15 September 2021 -  15 March 2022 – Further information to be provided to the Committee, and the representative leading on social value to be invited to address the Committee  <b>Actioned</b>	To be determined	No but following the briefing the Committee may consider setting up a Task and Finish Group	The Committee to receive a briefing on the Social Values Act 2013 and the procurement of contracts, contract management and social value to enable Members to decide on how it will undertake further scrutiny activity on that topic.
Contract management and procurement	To receive a presentation on contract monitoring and procurement and the links into Social Value	15 September 2021  <b>Actioned</b>	Executive Director Finance and Head of Procurement	No	Highlighted at the first meeting as an area of interest with particular reference to social value  The Committee noted the presentation with a view to it being background information in respect of any future work on Social
Work Programming Event	The Committee to confirm the date for its Work Programming event	15 September 2021  <b>Actioned</b>	Executive Director for Finance  Cabinet Members to be invited to the work programme event	No	COMPLETED  Taken place

People Strategy	To provide scrutiny input to the 50 key actions contained within the People Strategy	<b>10 May 2022</b> <b>4 July 2022</b>	Cabinet Member for HR & Corporate Services  Executive Director – Corporate Services and Assistant Director – Human Resources	No - Whole Committee	The Committee to provide scrutiny input into the People Strategy
Overview and Scrutiny Annual Report 2021/2022	The Committee to consider its Annual Report 2021/2022 for submission to full Council for information	4 July 2022	The Chair of the Corporate Scrutiny Committee	No	The Committee approved the Annual Report 2021/2022 for submission to full Council at its September 2022 meeting
Schools Budgets	To receive a briefing on the way schools need funding and how this is calculated	15 November 2021 <b>Actioned</b>	Cabinet Member for Finance  Executive Director for Finance	Not at the meeting on 15 November 2021, The Committee may consider setting up a Task and Finish Group to undertake a review of school's budgets	The meeting on 15 November 2021 will comprise a comprehensive question and answer session (Scrutiny Inquiry) to inform a potential scrutiny review. The Committee noted the presentation and agreed that Cllrs Aziz and Traasiewicz attend all



Draft West Northamptonshire Council budget 2022-2023	To provide scrutiny input into the draft budget	15 November 2021 – briefing on the budget process was provided <b>Actioned</b> 12 January 2022; and further additional meetings of the Committee to be scheduled as required.	Cabinet Member for Finance Executive Director for Finance	To be confirmed	Budget scrutiny is a key role of this Committee. The Committee could decide on which budgets it would scrutinise in-depth at a later meeting (to be set)
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**Potential cross-cutting themes for the Scrutiny Committees**

Topic	Proposed purpose	Committees to be involved in this review	Cabinet Member and Executive Director	Proposed Task and Finish Group	Comments
Highways Contract	The Committee, together with Place Overview and Scrutiny Committee to undertake pre-decision scrutiny of the highways contract	Corporate and Place Overview and Scrutiny Committees	To be confirmed	To be confirmed	Meeting of Place OSC on 28 June 2022, with Corporate OSC to undertake joint Scrutiny of this item  October meetings of Place OSC and Corporate OSC to consider the content of the scope of this joint review

Major Contracts and Capital Contracts	The Committee together with Place and People Scrutiny Committees to undertake scrutiny of major contracts of the Council including the Children’s Trust	Corporate, People and Place Overview and Scrutiny Committees	To be confirmed	To be confirmed	
Housing	The Committee, together with Place Overview and Scrutiny Committee to undertake scrutiny activity of the housing costs and social value	Corporate and Place Overview and Scrutiny Committees	To be confirmed	To be confirmed	

**Corporate Overview and Scrutiny Committee meeting dates in 2022/23**

- 7 November
- 16 January 2023
- 6 March

**Development of Overview and Scrutiny work programmes for 2022/23**

NB: The Co-ordinating Overview and Scrutiny Group considered the process to be used to develop Overview and Scrutiny work programmes at a meeting on 25 May 2022. The Group agreed that rather than go out to public consultation about suggestions for scrutiny topics as in 2021/22 it could be more useful to consider a survey of residents’ views about Council services. This would enable areas to be identified where Overview and Scrutiny might help to alleviate issues. The Group also agreed that Cabinet Members should be asked to provide details of forthcoming issues within their portfolios that might be subject to pre-decision scrutiny. The chairs of the three Overview and Scrutiny committees have written to the Leader of the Council to progress these matters.