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Wednesday, 4 September 2019

Dear Sir/Madam

## **STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE**

A meeting of the Strategic (Overview and Scrutiny) Committee has been arranged to take place **THURSDAY, 12TH SEPTEMBER, 2019 at 6.00 PM IN THE COMMITTEE ROOM** District Council House, Lichfield to consider the following business.

Access to the Committee Room is via the Members' Entrance.

Yours Faithfully

A handwritten signature in black ink, appearing to read 'Neil Turner', written in a cursive style.

Neil Turner BSc (Hons) MSc  
**Director of Transformation & Resources**

**To: Members of Strategic (Overview and Scrutiny) Committee**

Councillors A Little (Chairman), Norman (Vice-Chair), Ball, Banevicius, Checkland, Grange, Greatorex, Matthews, Spruce, Tapper, Warfield, White and S Wilcox



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## AGENDA

1. Apologies for Absence
2. Declarations of Interest
3. Minutes of the Previous Meeting 3 - 6
4. Work Programme 7 - 8
5. **Exclusion of Press and Public**

RESOLVED: "That as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting for the following items of business, which would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972"

IN PRIVATE

6. Commercial Property Acquisition 9 - 30



**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE**

**24 JUNE 2019**

**PRESENT:**

Councillors A Little (Chairman), Checkland (Vice-Chair), Norman (Vice-Chair), Ball, Banevicius, Grange, Greatorex, Matthews, Spruce, Warfield and S Wilcox.

(In accordance with Council Procedure Rule No.17 Councillors Eadie, Pullen, Smith and Strachan attended the meeting).

**1 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Tapper and White.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were circulated. Subject to the addition of the attendance of Cabinet Members, they were signed as a correct record.

**4 WORK PROGRAMME**

The work programme was circulated. It was asked whether a date had been set for the investment strategy (treasury management) report and it was noted that it would be set when more information on its contents were known. It was noted that item to consider progress of the Investment Strategy could also be included. It was agreed to add an item on local procurement to the work programme.

**RESOLVED:** That the work programme be updated as agreed.

**5 TERMS OF REFERENCE**

The Terms of Reference for Overview & Scrutiny Committees were noted.

**6 FIT FOR THE FUTURE: FUNDAMENTAL REVIEW OF THE REVENUES AND BENEFITS SERVICE**

The Committee received a report on the Fit for the Future Fundamental Review of the Revenues and Benefits Service. It was reported that the review was still ongoing, and the Committee would be kept informed of progress.

The details of the service was then reported by the Cabinet Member and it was noted that it was a statutory requirement to provide the service however how it was delivered was for the Council to determine.

The Committee were introduced to the consultants, Caja, who had been appointed to carry out the review. It was reported that they were investigating different models of service delivery ranging from in-house to a complete outsource.

Caja then gave a presentation to the Committee on their work and findings so far. The Committee were then asked to give views on areas that would be helpful in informing the review.

Discussions included

- Delivery of the service
- That the cost of improvement need to be considered against return
- Benefit take up.
- How other Local Authorities, locally and nationally, had been chosen to benchmark with and what information was being used to compare.
- The models used to devise a number of options.
- Speed of implementation for each of the delivery options as well as the longevity and maximum estimated savings.
- The level of indirect costs, notably central recharges.

Caja were thanked for their presentation.

**RESOLVED:** That the views of the Committee be recorded and progress be reported back.

## **7 NEW STRATEGIC PLAN PROCESS & TIMELINE**

The Committee received a report on the process and suggested timeframe for the compilation of the council's new Strategic Plan for 2020-2024.

It was reported that a Task Group would be set up comprising of Councillors Baker, Grange, Leytham, Norman along with written representations from Councillor Ray and chaired by Councillor Checkland. It was noted that this task group would lead in the creation of the plan in partnership with the Cabinet. It was requested that these Members read the current Strategic Plan to familiarise themselves with the format and type of contents.

It was reported that the final draft would be considered by the Committee in January 2020 before approval was sought from Cabinet and Council.

The Committee were satisfied with the proposed timeline for the process.

- RESOLVED:**
- (1) That the creation of a cross-party O&S Task Group be endorsed to assist in the creation of the new Strategic Plan;
  - (2) That the principle of a public consultation exercise on the new plan in November-December 2019 be supported; and
  - (3) That the proposed timeline and process for the creation of the new Strategic Plan 2020-2024 be supported.

(The Meeting closed at 7.50 pm)

CHAIRMAN

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**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2019-2020 v1**

Item	24 Jun 2019	12 Sept 2019	21 Nov 2019	28 Jan 2020	Details/Reasons	Officer	Member Lead
<b>Policy Development</b>							
Terms of Reference	✓				To remind the Committee of the terms of reference and suggest any amendments	CLL	
Draft Medium Term Financial Strategy 2019-2024			✓		<p>Report to include</p> <ul style="list-style-type: none"> <li>• The 2019/20 Revenue Budget such as spend by type, external income by type, spend by Cabinet Member and spend by Strategic Priority to provide context.</li> <li>• The projected Revenue Funding Gaps and the reasons for their existence.</li> <li>• The draft Capital Programme and its relationship to the Revenue Budget.</li> </ul>	AT	RS
Medium Term Financial Strategy (Revenue and Capital) 2019-22				✓	Scrutinise the Council's resource plans in relation to the delivery of the Strategic Plan priorities	NT/AT	RS
Strategic Plan preparation	✓				To outline the programme for developing the next Strategic Plan and to seek Committee's involvement in its preparation.	CT/EB	DP/AS

**STRATEGIC (OVERVIEW AND SCRUTINY) COMMITTEE WORK PROGRAMME FOR 2019-2020 v1**

Item	24 Jun 2019	12 Sept 2019	21 Nov 2019	28 Jan 2020	Details/Reasons	Officer	Member Lead
Revenues and Benefits Review	✓		✓		To receive and scrutinise the report following the Revenues and Benefits fit for the future review	PL	AS
Commercial Property Investment		✓			Proposal	BW	IE
Commercialisation and Development Company					Suggested at the O&S Coordinating Group. Updates as and when available	BW	
<b>Briefing Papers</b>							
Money Matters 2018/98: Review of Financial Performance against the Financial Strategy - April to November 2018				✓	Scrutinise financial performance and the revised estimate for the full year.	AT	RS



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