

## Action tracker - Overview and Scrutiny Committee 2019/20

Meeting 2019	Subject and request	Action	Who	When	Completed and Archive
6 June	Annual Internal Audit report – procurement and grants funding  A further update be provided to the Committee on the procurement and grants funding audit matters	A further update be provided to the Committee on the procurement and grants funding audit matters.	Projects and Performance Team Leader	13 June 2019	Completed
6 June	Item 7 – Provisional Outturn Report 2018-19	<p><b>RESOLVED</b> – that the provisional 2018/19 outturn report for Revenue, Capital and Treasury Management (including use of reserves), and the observations of the Committee, as set out in the Minutes (see below), be noted:</p> <ul style="list-style-type: none"> <li> <b>Capital Programme Outturn 2018/19 - Lee Street Bungalows</b> – Members noted that Lee Street Bungalows had a projected underspend by £0.43m and requested further information on progress of this project. </li> </ul>	<p>Head of Finance</p> <p>Head of Housing</p>	<p>28 June 2019 and 1 July 2019 (incl. a follow-up Q&amp;A). More information requested from Portfolio Holder.</p> <p><b>Update on 27/8/19</b> - The planning application for Lee Street had been submitted and was likely to be validated shortly, it is unclear at this point whether the application will go to the 2<sup>nd</sup> or 30<sup>th</sup> October Committee but we will know shortly</p> <p>We go out to tender on</p>	

		<ul style="list-style-type: none"> <li>• <b>Disabled Facilities Grant</b> – the report referenced a £0.59m underspend which was due to both a combination of the number of applications received and the capacity of the previous contractor to complete the work. Members identified that further publicising it to residents could be useful so there was better uptake in line with the level of government funding available.</li> </ul>	Head of N'hood Operations	<p>28 Aug, for a period of 3/5 weeks when we will then have accurate costings to compare to alternative builds e.g. brick built</p> <p>5 July 2019 – information sent to Members</p>	Completed
6 June	Item 7 – Provisional Outturn Report 2018-19	Members requested further information on the underlying causes of Capital Programme Outturn variances to distinguish between delivery delays and budget variances. This analysis should be provided to the Executive when they consider the report.	Head of Finance	This will be covered in Q1 performance monitoring in September.	Completed. More details now provided in commentary to Capital Monitoring annexes.
6 June	Headroom contingency (reserves)	Future budget monitoring reporting would include the Headroom Contingency budget position. Officers would consider observations from the Committee	Head of Finance	This will be covered in Q1 performance monitoring report in September. Portfolio Holder Cllr	Completed. Summary now included in annexes to Q1 reporting.

		as to how approach financial reporting going forward		Lewanski is leading a review on the format of the quarterly performance monitoring reports, including financial reporting. The intention is to incorporate the outcome in the Q1 performance monitoring report in September.	
6 June	Item 7 – Provisional Outturn Report 2018-19	Members requested more information and a financial breakdown about domestic food and other recycling costs in the current budget to find out whether increasing volumes were due to roll-out of recycling changes in flats. They also asked for information about assumptions about market prices in the 2019/20 budget.	Head of Finance	This will be covered in the Q1 performance monitoring report in September	Completed. Recycling variances highlighted in Q1 report.
6 June	Item 7 – Provisional Outturn Report 2018-19	As it is now well into the first quarter of 2019/20, when these final figures go to the Executive, that officers consider whether these figures have any impact for the current financial year 2019/20 and for capital and revenue reserves.	Head of Finance	This will be covered in the Q1 performance monitoring report in September. Budget outturn 2018/19 is also being taken into consideration when preparing the 2020/21 budget estimates through the service & financial planning process	Completed. 18/19 Outturn variances are used to inform forecasts for 19/20 and are a factor in determining budget requirements for 20/21.
6 June	Item 7 – Provisional Outturn Report 2018-19	In the July meeting, the Committee has requested a report on the overall Medium-Term Financial Plan going forward to increase understanding of the	Democratic Services Officer	MTFP update report on 11 July O&S Agenda	Completed

		overall financial picture. This would include a discussion under Part 2 Exempt business.			
6 June	Item 7 – Provisional Outturn Report 2018-19	The Chair requested a future training session for Members on Treasury Management Strategy as it applies to local government.	Head of Finance to contact Treasury m'ment supplier to arrange training in Autumn	In progress for Sept/Oct 2019 before Members consider the half-year Treasury Management report in November. Link Asset Services have been approached for suitable dates for training.	
6 June	Item 8 – Quarterly Performance Report	<p><b>RESOLVED</b> that:</p> <p>ii. the Committee requested that it has the opportunity to review the Key Performance Indicators for service delivery for 2020/21 before they are adopted, and that affordable housing targets are reported by type.</p> <p>(It was requested that next year (2020/21) there should be an annual process for Members to scrutinise the Service Delivery indicators to advise if these were set at the right levels each year, in addition to reviewing whether the Council was meeting those targets.)</p>	Head of Performance and Projects	The new KPIs will be presented to O&S for review prior to being approved by the Executive. This is currently planned for December/January.	Action completed
6 June	Item 8 – Quarterly Performance Report	Members requested, for future years, that indicators could be broken down so they could see how much affordable housing could be secured in each of these above areas of housing development. This	Request to Planning Officers	In progress. Requested 19 June 2019	

		would not just look at private development but signpost the Council's forthcoming Housing Strategy and also its collaboration with Raven Housing Trust.			
6 June	Item 8 – Quarterly Performance Report	Members noted that Raven Housing Trust Board's strategic risk register was a good practice model for officers to note.	Request to officers	Noted at meeting	Completed
6 June	Item 9 – Future O&S Work Programme	It was requested that the planned updated plan on carbon management (discussed at Full Council on 7 February 2019 – Item 75 – Climate Change) come to the Overview and Scrutiny Committee for discussion before going to full Council.	Democratic Services Officer	Noted for future Agenda planning meeting	Action completed
11 July	Item 5 – Five Year Performance Plan report 2018/19	Money Support Team – it was identified that the Council had supported families but little was known about the work done by the team and the services offered. Members asked for more information about this service.	Request to officers	In progress. Requested information on 18 July 2019. Duane Kirkland's team are putting together a summary of what the money support team does, how it came about, and its impact which will be ready early autumn.	
11 July	Item 5 – Five Year Performance Plan report 2018/19	The DWP has said that Universal Credit will be rolled out over two years but the council does not have a timetable as yet. Members requested that they be informed when the main rollout starts.	Request to officers	In progress – this will be supplied once the timetable for the roll-out of Universal Credit is known.	

11 July	Item 6 – Annual Governance Statement	One Member asked for more clarification on the statement in the effective financial planning and management section about expenditure and the underspend which was equivalent to 9 per cent of the budget.	Request to Head of Finance and Assets	In progress. Requested information on 19 July 2019. Breakdown of key reasons for the P12 services budget variance (as per the outturn report).	Completed. Separate response on this – highlighting the fact that the draft ISA260 report from the external auditors does not flag this as a concern.
11 July	Item 7 – Medium Term Finance Plan update	<b>Strategic Property – Capital Programme</b> – Members asked for more detail on the list of properties in the Capital Programme in Appendix 2 of the report. This was mainly expenditure incurred on purchasing property.	Request to officers	In progress. Requested information on 19 July 2019. This will be covered in the Q1 performance report.	Completed. There has been a separate response on this, more detail has been provided.
11 July	Item 7 – Medium Term Finance Plan update	The updated version of the MTFP should include and reflect all six of the requirements set out in the <b>CIPFA Financial Management Code</b> . This included a Financial Resilience Assessment, a long-term financial strategy and a multi-year MTFP.	Request to officers	In progress.	